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ABSTRACT

This planning report provides descriptive information and projections concerning the Colegio Universitario Tecnologico de Ponce (CUTPO) and its service area as the basis for institutional planning and budgeting. Chapter I provides a brief history of the college, a discussion of the purpose and scope of the development plan, a mission statement, and an enumeration of institutional goals. Chapter II presents statistics on students, faculty, personnel, costs, and facilities for the years 1979-80 through 1982-83. In chapter III, CUTPO's service area is described in terms of the demographic characteristics of the area population, the present characteristics of the local labor market, area employment projections, and area academic projections. Chapter IV highlights aspects of the college's long-range plan focusing on academic, administrative, and student affairs. Budget projections for the three areas are offered in chapter V, and the last chapter, chapter VI, discusses a system for the continuous revision of the CUTPO's plan. (LAL)

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INTEGRAL PLAN

UPR-ACR
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE
JUNE 1984

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FECHA: 18 de junio de 1984

ASUNTO: PLAN INTEGRAL CUTPO

Se incluye, para su revisión, el Plan Integral del CUTPO sometido recientemente a la Administración de Colegios Regionales. El mismo ha sido redactado utilizando las guías diseñadas por la Oficina de Asuntos Académicos de la ACR.

El documento ha sido preparado por la Oficina de Planificación y Desarrollo en colaboración con los decanos asociados y directores de departamentos académicos.

Anualmente se revisará el plan considerando recomendaciones de la facultad y personal administrativo con el fin de que el documento final sea un esfuerzo colaborado que planifique el futuro de nuestro Colegio.

Muchas gracias por su tiempo y atención.

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INTRODUCTION

College History

Ponce Technological University College is a co-educational and bilingual two and four year unit which operates under the Administration of Regional Colleges, which in turn is an administrative unit within the University of Puerto Rico. It is the only state supported educational institution of higher education in the southern region of Puerto Rico.

The College was established on June 27, 1969, through Certification No. 76 of the Council of Higher Education as Ponce Regional College. It was officially inaugurated in August 1970 with 27 faculty members and a student body of 361.

At the time, the physical facilities available for operation were ten prefabricated buildings. These buildings housed the classrooms, science labs, library, cafeteria, bookstore, maintenance and administration offices and activities room.

The Institution initially offered 9 associate degree programs and 6 transfer programs.

In 1975 the College was initially accredited by the Middle States Association of the Commission of Higher Education. Reaffirmation of accreditation was granted in 1980 and in early 1985 the Institution will again undergo the evaluation process for the same purpose.

As of 1980, the Institution has taken a great leap forward. Federal funds from "EDA" under the Law of Federal Public Works were granted to the Institution in 1977 for the construction of its permanent physical facilities.

The construction was completed and officially inaugurated in 1980. These include:

a)	Academic Building ($5,000,000)	- 182,000 square feet divided among classrooms, labs, offices and theaters
b)	Library ($2,122,715)	54,000 square feet
c)	Student Center ($2,430,787)	- 97,000 square feet divided among offices, cafeteria and recreational center

At the time, the Institution registered 1,651 students in sixteen programs and had a faculty of 101.

During this same academic year, the University Board approved the proposals for the baccalaureate degree offerings in Secretarial Sciences and Business Administration.

The Puerto Rico Council of Higher Education, subsequently in 1981, through Certification No. 170, approved the same aforementioned programs of study and in 1982, authorized the necessary budget of one million dollars.

This action was accompanied by a change in institutional name. Ponce Regional College was converted to Ponce Technological University College in 1981 and two new program offerings, the first at the baccalaureate level, were available in the academic year 1982-83.

In October of the same academic year 1982-83, the institutional budget was augmented by 159,701 by a Title III grant from the Federal Department of Education. These funds were allocated, specifically, to the Natural Science Department proposal, "Practical Skill Improvement in Science Training". This grant was authorized for a three year period for a total fund of $342,000.

Due to the granting of this proposal the Natural Science Department has:

a) Improved the science labs through the adquisition of specialized equipment and through the enrichment of teaching strategies.

b) Implemented the courses, Analytical Chemistry and Microbiology with their respective labs.

c) Prepared instructional modules in chemistry, biology and shortly in physics.

Increased institutional funding has obviously been the key factor for the College's progress since 1980. Not only have physical facilities improved and program offerings expanded but faculty have been highly motivated by the allocation of funds for professional enhancement and investigation.

This fund has allowed for the institutional financing of 184 seminars, conferences, courses and/or workshops of faculty members within and beyond Puerto Rico and the financing of institutional projects and investigations by the newly created (January 1983) Office of Planning and Development.

At present, the College is undergoing the self study process. Reaffirmation of accreditation was not due till 1990 but due to the implementation of the baccalaureate programs this process was moved up five years. In December of this year, the Institutional Self Study Report will be submitted to the Middle States Association of the Commission of Higher Education and the final evaluation team visit will take place in April of 1985.

Hopes are that in the near future more baccalaureate programs in the fields of computer science, education, pre-med, mathematics and biology can be incorporated into the curricula. Thus, meeting the needs of the local community and industry.

Purpose and Scope of the Development Plan

Ponce Technological University College is aware of its obligation as dictated by the Law of the University of Puerto Rico of 1966. The Institution must provide educational programs in accordance with the needs and aspirations of our ever changing community.

Aware of the outstanding growth, complexity and diversification undergone by the University State system since 1966, steps must be taken to assure the adequate utilization of limited resources in order to continue to provide adequately, and in a timely fashion, the necessary instructional programs which the local community requires for it's continued progress, growth, development and well being.

This plan aims to study these community needs based on the labor market development, area population characteristics and student population size and aspirations. An analysis of this data combined with institutional statistical data collected with regard to budget, faculty and physical facilities from the years 1979-83 will make institutional planning, we hope, more effective, budget requests to meet institutional needs more realistic and program planning more reliable.

We hope this process will provide us with projections for the years 1988 and 1993 of substantial confidence.

Mission Statement

When the Regional Colleges were originally established they were designed to be institutions which offered programs in accordance with the needs and aspirations of the communities in which they were located.

This responsibility was assumed by Ponce Regional College and the Puerto Rico Council of Higher Education. Due to the conversion of Ponce Regional College to Ponce Technological University College, the institution's philosophy was reevaluated. This revised mission includes:

1. To provide students from the southern region of Puerto Rico, the first two years of study towards the Bachelor of Arts of Science degrees.
2. To provide the technical Associate Degrees with majors in nine disciplines.
3. To provide the technical Bachelor's degrees in Business Administration and Secretarial Sciences in order to meet the existing need for such personnel.
4. To provide for the professional enhancement of members of the working community who wish to continue their postsecondary education.

Goals

In carrying out this mission Ponce Technological University College proposes to fulfill its general goals which are:

1. To provide effective curricula, competent faculty and updated instructional resources to students and community that are conducive to the learning process.
2. To integrate faculty, students and administrative personnel in the decision making process to ensure effective resource management.

3. To provide for competent student services that facilitate adaptation to university living, academic success and individual development.
4. To assure the professional enhancement of faculty and working staff in order to improve services rendered.
5. To motivate students to appreciate their ancestry, and to broaden their scientific and humanistic knowledge through the search for truth which is manifested through creative dialogue.
6. To motivate the student's self formation in response to the community's need for responsible citizens by guiding them to develop the love of learning and an appreciation of ethical and humanistic values of the western culture in general and the Puerto Rican culture in particular.
7. The Associate Degree programs in the technical fields fulfill the requisites of the University of Puerto Rico Law of 1966 by offering students:
   a) the opportunity to acquire specialized knowledge in a technical field, at a university level, that will allow them

to actively partake in banking, business, industry and education in Puerto Rico;

b) a preparation in various technological fields that will prepare them to meet the needs of industry.

8. The Baccalaureate programs aim to:

a) offer a university education that will train professionals with the skills, attitudes and basic knowledge of the respective technical programs and that at the same time is complemented with the arts, culture and science.

b) prepare bilingual professionals able to efficiently handle up to date specialized equipment in their respective fields.

c) prepare students to use logic, critical reasoning, analysis and evaluation in the decision making process.

d) prepare students to serve as responsible leaders aware of community present and, foremost, future needs.

Within this general framework, each institutional division proposes to meet with its specific goals as stated in the Institutional Long Range Plan. (Page 18).

THE PRESENT STATE OF THE COLLEGE

The purpose of this section is to provide a statistical base on which projections can be made. Information has been separately compiled for the years 1979-80, 1980-81, 1981-82, and 1982-83. Specifically, the information included in tables contains the following data:

Table I: Number of Students Per Program Per Year together with totals

Full time equivalent fall enrollment for degree or certificate granting programs has been considered.

Table II: Number of Faculty Members Per Program Per Year with Salary Breakdowns and Totals

Basic salary rates used do not include a $100 differential nor multiple five year differentials existent at the College. Full time equivalent of faculty number has been considered.

Table III: Faculty Profile

This table details the professional preparation of the 1982-83 faculty, indicating highest degree earned and major and minor subjects of study.

Table IV: Equipment and Supply Costs Per Program Per Year

Instructional and non instructional costs of equipment and supplies is given per program and the library and audiovisual department, per year. The institutional accounting office was unable to separate costs between instructional and non instructional.

Table V: Student Services Personnel Cost Per Year

This table includes costs of all student services personnel proportional to the percent of work hours rendered in this division.

Table VI: Non Student Services Personnel Cost Per Year

This table includes costs of all non faculty, non student services personnel and faculty members with administrative posts. Costs of these faculty members is computed proportionally to the percent of work hours rendered in the administrative tasks.

Table VII: Utilities Cost Per Year

Utilities includes electricity, water, gas, and communications.

Table VIII: Cost Per Student Per Program Per Year

These yearly values were obtained by adding the fixed per student yearly amounts of:

a) Utilities cost per year

b) Library cost per year

c) Audiovisual cost per year

d) Student Services Personnel cost per year

e) Non Student Services Personnel cost per year

f) Spanish Service Programs cost per year.

With the two per program per student yearly amounts of:

g) Equipment and supplies costs per program per year

h) Faculty cost per program per year

Parts g and h were computed by dividing each respective department's equipment and supplies costs and faculty costs by the number of student registered in that program. The costs of the service programs of Spanish and English were divided evently among registered students.

When faculty costs (h) is considered, the above mentioned computational analysis, hinders the reliability of the cost per student per program for programs such as Natural Science, Social Sciences and Humanities considering the fact that students registered in these programs are picking up the tab for the numerous service courses offered by their respective departments to students of other programs.

Table IX: Square Footage of Working Space in the College/Square Footage of Space Per Student Per Year

The square footage provided is representative of the facilities available since 1980 when three newly contructed buildings were inaugurated. Previous to 1980, the square footage of working space at the College was minimal.

NUMBER OF STUDENTS PER PROGRAM PER YEAR*

Table I

Program / Year	1979-80	1980-81	1981-82	1982-83
Total	1462.5	1613.7	1518.9	1602.10
I. Allied Health	231.8	228.1	229.6	219.7
a) Occupational Therapy	65.0	61.4	72.0	57.8
b) Physical Therapy	96.0	100.7	102.6	96.0
c) Transfer Program	70.8	66.0	55.0	65.9
II. Automotive Technology	25.7	30.9	8.2	0
III. Business Administration	246.9	291.7	266.0	308.3
a) Two Year Program	246.9	291.7	266.0	277.0
b) Four Year Program	--	--	--	31.3
IV. Computer Science	89.1	104.1	103.2	144.4
V. Education	117.8	138.7	160.0	147.8
a) Elementary Education	42.5	26.6	52.0	46.0
b) Transfer Program	75.3	112.1	108.0	101.8
VI. Engineering	163.0	233.7	229.6	245.5
a) Construction Technology	71.4	78.0	60.8	46.4
b) Drafting Technology	33.6	45.0	52.4	45.8
c) Industrial Technology	58.0	91.7	75.4	89.3
d) Transfer Program	0	19.0	41.0	64.0
VII. Humanities				
a) Transfer Program	51.0	35.2	49.0	44.0
VIII. Natural Science				
a) Transfer Program	319.0	331.3	285.0	296.4
IX. Secretarial Science	138.9	145.4	128.3	144.0
a) Two Year Program	138.9	145.4	128.3	120.0
b) Four Year Program	0	0	0	24.0

*Numbers used represent first semester enrollments. Numbers used represent Full Time Equivalent (12 credits).

NUMBER OF STUDENTS PER PROGRAM PER YEAR*

Program \ Year	1979-80	1980-81	1981-82	1982-83
X. Social Science				
a) Transfer Program	79.3	74.6	60.0	52.0
XI. Service Programs **	3,469	3,701	3,410	3,593
a) Spanish	1,740	1,820	1,650	1,702
b) English	1,729	1,881	1,760	1,891

*Numbers used represent first semester enrollments. Numbers used represent Full Time Equivalent (12 credits).

**Total number of students served.

FACULTY SALARY COSTS PER PROGRAM

Table II

1979-80

NUMBER & COST OF PROFESSORS BY RANK AND DEGREES / PROGRAM	Instructor: B - $10,584 1YR; M - $12,540 1YR; D - $15,600 1YR			Assistant Professor: B - $11,784 1YR; M - $13,824 1YR; D - $16,960 1YR			Associate Prof.: M-$16,092 1YR; D-$19,452 1YR		Professor: M-$18,636 1YR; D-$22,488 1YR		Lecturer: B-$10,584 1YR; M-$12,540 1YR	
	Bach. Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Bach. Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Bach. Degree F.T.E.*	Masters Degree F.T.E.*
Allied Health	2.70				2.59		.59				1.17	
Business Administration and Computer Science	1			1.17	5.84						1.25	.67
Civil Engineering and Drafting Technology	1.29			2.96			1.29				.79	
Education and Physical Education		3.17			2							
English		6.23			1.75							
Industrial Engineering and Automotive Technology	1.17				.84		.34					
Natural Science	1.92	6			4.62		5.59				2.50	
Secretarial Science	.93	1.81			2.54							
Social Science and Humanities		6.67			1.50	1	1	1.25				
Spanish	1.5	1.50			2.67	.50	1.50					
TOTAL	10.51	25.38		4.03	24.35	1.50	10.31	1.25			5.71	.67

* One F.T.E. is based on 12 credits.

FACULTY SALARY COSTS PER PROGRAM

1980-81

HUMBER & COSTS OF PROFESSORS BY RANK AND DEGREES / PROGRAM	Instructor B - $11,112 1YR M - $13,164 1YR D - $16,380 1YR			Assistant Professor B - $12,372 1YR M - $14,526 1YR D - $17,820 1YR			Associate Prof. M - $17,304 1YR D - $20,844 1YR		Professor M - $20,388 1YR D - $24,588 1YR		Lecturer B - $ 1,113 1YR M - $ 1,057 1YR	
	Bach. Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Bach. Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Bach. Degree F.T.E.*	Masters Degree F.T.E*
Allied Health	1.28				1.34		.84				1.28	
Business Administration and Computer Science		1.59		2.34	5.75							.67
Civil Engineering and Drafting Technology	1.09			2.82			1.40				.79	
Education and Physical Education		3.25			2.25							
English		3.36			5.34							
Humanities		3.92			1.67	1						.47
Industrial Engineering and Automotive Technology	1.34						.42					
Natural Science		9.59			4.37		6.17				1	2
Secretarial Science	.95	2.12			2.45							
Social Science		4			.50		1					
Spanish		1			4.42		2					.25
TOTAL	6.66	30.83		5.16	28.09	1	11.83				3.07	3.39

* One F.T.E. is based on 12 credits.

FACULTY SALARY COSTS PER PROGRAM

1981-82

NUMBER & COST OF PROFESSOR BY RANK AND DEGREES / PROGRAM	Instructor B - $11,112 1YR M - $13,164 1YR D - $16,380 1YR			Assistant Professor B - $12,372 1YR M - $14,520 1YR D - $17,820 1YR			Associate Prof. M - $17,304 1YR D - $20,544 1YR		Professor M - $20,388 1YR D - $24,588 1YR		Lecturer B - $11,112 1YR M - $13,164 1YR	
	Bach. Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Bach. Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Bach. Degree F.T.E.*	Masters Degree F.T.E.*
Allied Health	2.36				1.34	1.25	.50				2.42	
Business Administration and Computer Science		1.25		1.17	7						2.84	.67
Civil Engineering and Drafting Technology	1.09			3			1.17				.84	
Education and Physical Education		2.70			2.25							
English		3.95			5.34							
Humanities		2.25			2.73	1						.42
Industrial Engineering and Automotive Technology	1.42						.78				1.34	.25
Natural Science		7.34			8.29		5.67					.17
Secretarial Science		.95			4.68							
Social Science		4.25			.50		1					
Spanish		2.25			2.17	.50	2	1				
TOTAL	4.87	24.94		4.17	34.30	2.75	11.12	1			7.44	1.51

* One F.T.E. is based on 12 credits.

FACULTY SALARY COSTS PER PROGRAM

1982-83

NUMBER & COST OF PROFESSORS BY RANK AND DEGREES / PROGRAM	Instructor: B - $11,112 1YR; M - $13,164 1YR; D - $16,380 1YR			Assistant Professor: B - $12,372 1YR; M - $14,520 1YR; D - $17,820 1YR			Associate Prof.: M - $17,304 1YR; D - $20,844 1YR		Professor: M - $20,388 1YR; D - $24,588 1YR		Lecturer: B - $11,112 1YR; M - $13,164 1YR	
	Bach. Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Bach. Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Masters Degree F.T.E.*	Doctoral Degree F.T.E.*	Bach. Degree F.T.E.*	Masters Degree F.T.E.*
Allied Health	2.56				1.34	1.10	.67				1.34	
Business Administration and Computer Science		1.25		1.50	2.42		4.25			1.59	3.67	.92
Civil Engineering and Drafting Technology				2.42	1.17		1.17				1.67	
Education and Physical Education		3.45			1.75		.50					
English		4.78			5.34							
Humanities		2			2.67	1						.67
Industrial Engineering and Automotive Technology	1.17				1.25							.25
Natural Science		9.42			7.70		5.17		.25		1.17	
Secretarial Science		.83			5.62		.50					
Social Science		4.50					1					
Spanish		2.50			2.59	.75	1.50			1		
TOTAL	3.73	28.83		3.92	31.85	2.85	14.76		.25	2.59	7.85	1.84

* One F.T.E. is based on 12 credits.

FACULTY SALARY COSTS PER PROGRAM PER YEAR

Table II
(Cont.)

PROGRAM	1979-80	1980-81	1981-82	1982-83	TOTAL
Allied Health	$ 83,162.700	$ 81,107.040	$ 96,776.400	$ 93,095.010	$ 354,141.150
Business Administration and Computer Science	121,327.290	166,314.150	162,853.710	228,929.160	679.424.310
Civil Engineering and Drafting Technology	74,385.300	77,810.580	76,474.320	83,737.650	312,407.850
Education and Physical Education	67,399.800	75,453.000	68,212.800	81,910.050	292,975.650
English	102,316.200	121,767.840	129,534.600	144,799.620	498,418.260
Humanities	*	98,311.590	91,225.260	90,145.110	279,681.960
Industrial Engineering and Automotive Technology	29,466.720	22,157.760	42,911.970	34,723.140	129,259.590
Natural Science	269,227.440	324,540.840	316,786.650	350,408.490	1,260,963.420
Secretarial Science	67,653.480	74,038.080	80,459.400	105,650.070	327,801.030
Social Science	**161,752.800	77,220.000	80,511.000	78,859.500	398,343.300
Spanish	104,218.080	114,418.650	125,489.400	138,223.800	482,349.930
TOTAL	$1,080,909.810	$1,233,139.530	$1,271,235.510	$1,430,481.600	$5,015,766.450

*Humanities Department did not exist this year as a separate department
**Humanities included this year

FACULTY PROFILE 1982-83

Table III

Subjects Qualified to Teach / Professors by Program	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at leas 15 credits in the particular subject matter)
I. Allied Health						
Cortés, Cruz H.	B.S.	Full-Time	Occupational Therapy Theory and Procedures	Physical Therapy Theory and Procedures		
Deliz, Eldra B.	B.S.	Full-Time	Physical Therapy Theory and Procedures	Occupational Therapy Theory and Procedures	Educational Psychology	
Deliz, Reinaldo	M.S.	Full-Time	Physical and Occupational Therapy Theory and Procedures	Biology		
Ferrán, Ana V.	Ph.D.	Full-Time	Occupational Therapy Theory and Procedures	Psychology	Group Processes	Human Growth and Development
Montalvo, Carmen E.	M.Ed	Full-Time	Physical Therapy Theory and Procedures	Occupational Therapy Theory and Procedures	Guidance and Counseling	
Nieves, Lourdes	B.S.	Full-Time	Physical Therapy Theory and Procedures			
II. Business Administration						
Almodóvar, José	MBA	Full-Time	Business Adm. BBA - Accounting			
Amaya, Luis A.	MBA	Full-Time	Marketing BBA - Computer Science			

FACULTY PROFILE 1982-83

Professors by Program / Subjects Qualified to Teach	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
*Cales, Jesús	BBA	Part-Time	Accounting			
Castro, Athos R.	BBA, LLB	Part-Time	Management			
Cedeño, Celsa	MA, LLB	Part-Time	Public Adm.			
Crespo, Erico	MSCE	Full-Time	Structures and Computer Science			
López, Eva J.	MBA	Full-Time	Marketing BBA - Ind. Manag. BS - Politics			
*Marrero, Jaime C.	MBA	Full-Time	MBA - Finance BBA - Accounting	Accounting		
Martínez, Enrique	MBA	Full-Time	Business Adm. BBA - Economics			
Méndez, Hilarión	MA	Full-Time	MA - Public Adm. BBA - Accounting		BBA	
Negrón, Ebenezer	MA	Full-Time	Economics			
Picart, Justo M.	Ph.D.	Full-Time	Quantitative Methods, Statistics MBA - Accounting BBA - Accounting			

*They are Certified Public Accountants.

FACULTY PROFILE 1982-83

Subjects Qualified to Teach / Professors by Program	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
Pietri, Aida	MBA	Full-Time	Business Adm. BBA - Computer Science			
Serrano, Carmen	MBA	Full-Time	Business Adm. BBA - Economics			
*Suárez, José	BBA	Full-Time	Accounting			
Vargas, Isidro A.	MBA	Full-Time	Marketing			
III. Education						
Albino, Henry P.	Ph.D.	Full-Time	Special Education	Emotional Disturbance	Mental Retardation	Learning Disability
	MED		Urban Education	Bilingual-Bicultural Education		
Díaz, Eladio	MAE	Full-Time	Physical Education	Education		
Hernández, Catalina	MAE	Full-Time	Guidance and Counseling	Psychology		
Hernández, José D.	MAE	Full-Time	Psysical Education	Education		
Martínez, Mildred	MAE	Full-Time	Psysical Education	Recreation		
Pingetti, Evelyn	MAE	Full-Time	Supervision and Administration	Education		

*Certified Public Accountant.

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Professors by Program / Subjects Qualified to Teach	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
Torres, Awilda	MA Sp. Ed.	Full-Time	Special Education			
IV. Engineering						
Baigés, Salvador	BSCE	Full-Time	Civil Engineering			
Borrero, Madaí	BSCE	Full-Time	Civil Engineering		15 credits MSCE (Structural)	
Carlo, Victor M.	BSIE	Full-Time	Industrial Engineering			
Caro, Rubén	MSCE	Full-Time	Civil Engineering (Sanitary)	Math and Physics		
Delgado, José	BSCE	Full-TIme	Civil Engineering			
Feliciano, Robert	Master	Full-Time	Architecture			
López, Reynold	MPA, BSCE, BSME	Full-Time	Civil Engineering, Mechanical/Eng. (Finances - MBA)			
Martínez, José	BSCE	Full-Time	Civil Engineering			
Rivera, Gregory	BSIE	Full-Time	Industrial Engineering			
Rodríguez, Juan	MSCE	Full-Time	Civil Engineering	Math and Physics		

FACULTY PROFILE 1982-83

Subjects Qualified to Teach / Professors by Program	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
V. Humanities						
Balmaceda, Margarita	M.A.	Full-Time	Art Education	English		
Montero, Rafael	M.A.	Full-Time	Music			
Morales, Mayra	M.A.	Part-Time	French Literature	History		
Nadal, Juan	M.A.	Full-Time	Theology	Philosophy		
Planas, José A.	M.A.	Full-Time	Education	History		
Ramos, Carlos J.	Ph.D.	Full-Time	Philosophy	History, Spanish	Theology	
Trío, Isabel	Ph.D.	Full-Time	Philosophy	Spanish Literature	French	Theology
VI. Natural Science						
Alcalá, María	M.S. Biol.	Full-Time	Biology (Microbiology	Anatomy and physics		
Arzola, María	M.S. Chem.	Full-Time	Chemistry (Anal.)			
Barquet, Jorge	M.S. Biol.	Full-Time	Biology (Micro)			
Bermúdez, Luis A.	M.S.	Full-Time	Math			
Bernier, Luis	M.S. Sanitary Sciences	Full-Time	Sanitary Sciences	Math		
Cartagena, Hilda S.	M.A.	Full-Time	Math			

FACULTY PROFILE 1982-83

Subjects Qualified to Teach / Professors by Program	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
Collazo, Rosa	M.S. Math.	Full-Time	Math			
Cruz, Sonia	M.S.	Full-Time	Biology (Ecol.)	Biology		
Emmanuelli, Gricel	M.S. Biol.	Full-Time	Biology (Celular Biol.)			
García, Jaime	M.S. Chem.	Full-Time	Chemistry (Anal.)			
Laboy, Pedro	M.S. Chem.	Full-Time	Biochemistry			
Lamoutte, Ana	M.S. Math.	Full-Time	Math			
Lugo, Noelia	M.S. Math.	Full-Time	Math			
Maldonado, Angel	M.S. Biol.	Full-Time	Plant. Physics	Gen. Biology		
Maldonado, Clara C.	M.S. Biol.	Full-Time	Biology (Genetics)			
Murillo, Alice	M.A.T.	Full-Time	Math			
Navarro, Kattia	M.S. Biol.	Full-Time	Biology			
Pérez, Betsabé	M.S. Chem.	Full-Time	Chemistry (Anal.)			
Pérez, Haydee	M.S. Health	Full-Time	Health Physics	Physics		
Ramírez, Annie		Full-Time	Math			
Rodríguez, Ivelisse	B.S.	Full-Time	Math			

FACULTY PROFILE 1982-83

Subjects Qualified to Teach / Professors by Program	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
Roig, Lizzette	M.S. Chem.	Full-Time	Biochemistry			
Torres, Conn	M.S. Chem.	Full-Time	Chemistry (Anal.)			
VI. Secretarial Science						
Bracero, Carmen	M.A.	Full-Time	Business Education			
Calzada, Ruth	M.A.	Full-Time	Business Education			
Guzmán, Angelita	M.A.	Full-Time	Business Education			
Irizarry, Gladys	M.A.	Full-Time	Business Education		13 credits after M.A.	
Quiñones, Sara	M.A.	Full-Time	Business Education		17 credits after M.A.	
*Rodríguez, Aida	M.A.	Full-Time	Business Education			
Santiago, Rosa O.	M.A.	Full-Time	Business Education		10 credits after M.A.	

*Completes all requirements in December 1983

FACULTY PROFILE 1982-83

Subjects Qualified to Teach / Professors by Program	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
Alicea, José L.	M.S.	Full-Time	Demography	Sociology	Statistics	Theology
Capó, Rafael	LL.B-J.D.	Full-Time	Political Science Law	Social Science		
Cordero, José M.	M.A.	Full-Time	Humanities (Philosophy)			
			Social Science	Political Science	Economy	
Lamboy, Héctor	M.ED	Full-Time	Counselling	Clinical Psychology		
Rañal, Margarita	M.A.	Full-Time	General Psychology			
Veray, Brunilda	M.A. M.S.	Full-Time	General Psychology Clinical Psychology			
VII. Service Programs						
a) Spanish						
Ciordia, Javier	Ph.D.	Full-Time	Spanish-Education	Humanities	Theology	Latin
Girón, Socorro	Ph.D y J.D.	Full-Time	Spanish - Law	French	Biology	Education
Martínez, Luz I.	M.A.	Full-Time	Spanish	History	Education	30 credits towards a Ph.D. in Spanish
Pacheco, Estrella	M.A.	Full-Time	Spanish	English	Supervision	27 credits towards a Ph.D. in Spanish

FACULTY PROFILE 1982-83

Professors by Program / Subjects Qualified to Teach	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
Pérez (de) Piazza, Norma	M.A.	Full-Time	Spanish	Education	Psychology	English All credits towards a Ph.D. in Spanish
Ríos (de) Torres, Rosario E.	M.A.	Full-Time	Spanish	Education	History	35 credits towards a Ph.D. in Spanish
Santiago, Evalina	M.A.	Full-Time	Spanish	Education		
b) English						
Alvarez, Helen	M.A.	Full-Time	English			
Aneiro, Stella	M.A.	Full-Time	English			
Cádiz, Carmen	M.Ed.	Full-Time	English			
Dávila, Iván	M.A.	Part-Time	English			
De Guzmán, Diana	M.A.	Full-Time	English			
Ebsworth, Timothy	M.A.	Full-Time	English			
Figueroa, Eloísa	M.A.	Full-Time	English			
Katz, Martin L.	M.S.Ed.	Full-Time	Education			

FACULTY PROFILE 1982-83

Subjects Qualified to Teach / Professors by Program	Highest Degree	Full-Time or Part-Time	Major Subject	Minor Subject (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)	Other (Requires at least 15 credits in the particular subject matter)
Rivera, Norma	M.A.	Full-Time	English			
Seguinot, Rosa	M.Ed.	Full-Time	English			
Valls, Lourdes	M.Ed.	Full-Time	English			
Vélez, Ada	M.A.	Full-Time	Education	English	Administration and Supervision	

EQUIPMENT & SUPPLY COSTS PER PROGRAM PER YEAR*

Table IV

Year / Expenditures / Program*	1979-80		1980-81		1981-82		1982-83	
	Equipment	Supplies	Equipment	Supplies	Equipment	Supplies	Equipment	Supplies
I. ACADEMIC PROGRAMS	$27,728	$14,974	$151,552	$17,380	$62,689	$14,968	$279,421	$45,493
A. Transfer Programs	5,161	7,476	121,552	15,232	24,255	6,211	33,266	23,996
1. Spanish	0	267	0	0	1,012	0	70	297
2. English	220	24	37,362	1,737	921	376	14,700	1,797
3. Mathematic	0	234	761	0	0	0	0	408
4. Humanities	0	235	762	0	1,113	0	887	751
5. Social Sciences	618	123	0	0	847	200	0	588
6. Biology	1,079	3,454	62,783	5,869	15,759	2,433	4,519	9,920
7. Chemistry	1,244	1,455	18,500	5,964	2,795	2,081	11,359	4,843
8. Physical Sciences	2,000	1,210	1,384	1,105	1,808	926	0	1,916
9. Physical Education	0	474	0	557	0	195	1,731	3,476
B. Technical Programs	22,567	7,498	30,000	2,148	38,434	8,757	246,155	21,497
1. Business Adm.	0	969	0	494	994	300	60,778	5,885
2. Secretarial Sciences	12,949	665	0	313	20,420	1,397	140,589	2,546
3. Physical Therapy	0	2,880	0	842	4,620	2,118	3,796	1,448
4. Comp. Inf. System	0	1,096	30,000	0	0	1,865	31,606	6,864
5. Education	0	373	0	499	938	1,301	2,528	1,741
6. Civil Engineering	0	625	0	0	11,282	1,703	3,558	1,860
7. Ind. Engineering	9,618	890	0	0	180	73	3,300	1,153

*This includes all Programs - Regular**, Service, and Library

**Regular programs are defined as those leading to a degree, certificate, or transfer programs.

EQUIPMENT & SUPPLY COSTS PER PROGRAM PER YEAR*

Year / Expenditures / Program *	1979-80		1980-81		1981-82		1982-83	
	Equipment	Supplies	Equipment	Supplies	Equipment	Supplies	Equipment	Supplies
II. AUXILIARY ACADEMIC SERVICES	$32,837	$15,286	$41,349	$7,376	$67,585	$9,159	$160,737	$37,517
A. Library	29,127	2,291	33,337	2,567	42,182	3,337	128,456	9,777
B. Audiovisual	3,710	12,995	8,012	4,809	25,403	5,822	32,281	27,740

*This includes all Programs - Regular**, Service, and Library.
**Regular programs are defined as those leading to a degree, certificate, or transfer programs.

SALARY COSTS OF STUDENT SERVICES PERSONNEL

Table V

	1979-80			1980-81			1981-82			1982-83		
	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)
Decano Asociado Asuntos Estudiantiles	3/4	$1,647	$14,823	3/4	$1,905	$17,145	1	$1,905	$22,860	1	$1,905	$22,860
Directora Orientación	1	$ 920	$11,040	1	$ 955	$11,460	1	$1,130	$13,560	1	$1,130	$13,560
Consejero III	2	$ 844	$20,256				2	$1,067.50	$25,620	2	$1,067.50	$25,620
Consejero II	2	$ 768.07	$18,433.56	2	$ 897.50	$21,540	2	$1,005	$24,120	2	$1,025	$24,600
Coordinador Actividades Extracurriculares	2	$ 722.50	$17,340	2	$ 765	$18,360	2	$ 822.50	$19,740	2	$ 835	$20,040
Oficial Asistencia Económica II	1	$ 825	$11,100	1	$ 960	$11,520	1	$1,075	$12,900	1	$1,075	$12,900
Oficial Orientación Asistencia Económica							1	$ 750	$ 9,000	1	$ 750	$ 9,000
Supervisor Actividades Extracurriculares	1	$ 665	$ 7,980	1	$ 700	$ 8,400	1	$ 770	$ 9,240	1	$ 800	$ 9,600
Auxiliar de Estadísticas I							1	$ 795	$ 9,540	1	$ 795	$ 9,540
Oficial de Admisiones II				1	$ 735	$ 8,820	1	$ 785	$ 9,420	1	$ 785	$ 9,420
Registrador I	1	$1,090	$13,080	1	$1,125	$13,500	1	$1,215	$14,580	1	$1,215	$14,580
Oficial Evaluación Expedientes Académicos	2	$ 752.50	$18,060	2	$ 735	$17,640	2	$ 852.50	$20,460	2	$ 852.50	$20,460

* Category is defined as the listings which appear in the official job classifications document published by the University.

** FTE is only the amount of time spent on Student Services. Other parts of salaries will appear elsewhere.

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SALARY COSTS OF STUDENT SERVICES PERSONNEL

COST PER YEAR / CATEGORY*	1979-80			1980-81			1981-82			1982-83		
	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)
Médicos	2	$ 500	$12,00	2	$ 500	$12,000						
Enfermera	1	$ 775	$ 9,300	1	$ 735	$ 8,820	1	$ 785	$ 9,420	1	$ 785	$ 9,420
Secretaria Administrativa V	1	$ 780	$ 9,360	1	$ 780	$ 9,360	1	$ 860	$10,320	1	$ 860	$10,320
Secretaria Administrativa III							1	$ 760	$ 9,120	1	$ 760	$ 9,120
Secretaria Administrativa II							4	$ 717.50	$34,440	4	$ 717.50	$34,440
Secretaria Administrativa I							1	$ 675	$ 8,100	1	$ 700	$ 8,400
Mecanógrafa Administrativa III	2	$ 657.50	$15,780	2	$ 657.50	$15,780	2	$ 717.50	$17,220	2	$ 717.50	$17,220
Mecanógrafa Administrativa II	1	$ 620	$ 7,440	1	$ 620	$ 7,440	1	$ 675	$ 8,100	1	$ 675	$ 8,100
Mecanógrafa Administrativa I										1	$ 625	$ 7,500
TOTAL			$86,988.56			$101,785.00			$522,660.00			$296,700.00

* Category is defined as the listings which appear in the official job classifications document published by the University.

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SALARY COSTS OF NON STUDENT SERVICES PERSONNEL

Table VI

COST PER YEAR / CATEGORY*	1979-80			1980-81			1981-82			1982-83		
	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)
Directora y Decana	1	$1,955.41	$23,464.92	1	$2,500	$30,000	1	$2,500	$30,000	1	$2,833.33	$33,999.96
Decano Asociado Asuntos Académicos	3/4	$2,136	$19,224	3/4	$2,210	$19,890	3/4	$2,210	$19,890	1	$2,434	$29,208
Decano Asociado Asuntos Administrativos	1	$1,515	$18,180	1	$1,750	$21,000	1	$1,825	$21,900	1	$1,825	$21,900
Oficial Administrativo II	1	$ 895	$10,740	1	$ 930	$11,160	1	$ 985	$11,820	1	$1,010	$12,120
Oficial de Personal	1	$ 805	$ 9,660	1	$ 840	$10,080	1	$ 920	$11,040	1	$ 920	$11,040
Contador I	1	$ 855	$10,260	1	$ 890	$10,680	1	$ 975	$11,700	1	$ 975	$11,700
Contador II	1	$ 840	$10,080	1	$ 875	$10,500	1	$ 960	$11,520	1	$ 960	$11,520
Oficial Pagador I	1	$ 675	$ 8,100	1	$ 780	$ 9,360	1	$ 860	$10,320	1	$ 860	$10,320
Agente Comprador	1	$ 925	$11,100	1	$ 960	$11,520	1	$1,015	$12,180	1	$1,015	$12,180
Recaudador Oficial	1	$ 710	$ 8,520	1	$ 760	$ 9,120	1	$ 850	$10,200	1	$ 850	$10,200
Oficial Propiedad I	1	$ 625	$ 7,500	1	$ 760	$ 9,120	1	$ 835	$10,020	1	$ 835	$10,020
Director de Prensa y Publicaciones	1	$ 935	$11,220	1	$ 970	$11,640	1	$1,050	$12,600	1	$1,050	$12,600
Supervisor Centro Reproducción	1	$ 650	$ 7,800	1	$ 750	$ 8,580	1	$ 770	$ 9,240	1	$ 795	$ 9,540

* Category is defined as the listings which appear in the official job classifications document published by the University.

** FTE is only the amount of time spent on Non Stu. Services. Other parts of salaries will appear elsewhere.

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SALARY COSTS OF NON STUDENT SERVICES PERSONNEL

COST PER YEAR / CATEGORY*	1979-80			1980-81			1981-82			1982-83		
	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)
Operador Cuadro Telefónico	1	$ 615	$ 7,380	1	$ 690	$ 8,280	1	$ 745	$ 8,940	1	$ 685	$ 8,200
Asistente Administrativo II	1	$ 620	$ 7,440	1	$ 670	$ 8,040	1	$ 765	$ 9,180	1	$ 810	$ 9,720
Asistente Administrativo III										1	$ 810	$ 9,720
Operador Máquina de Reproducción	1	$ 550	$ 6,600	1	$ 715	$ 8,580	1	$ 595	$ 7,140	1	$ 595	$ 7,140
Supervisor Operación y Mantenimiento	1	$ 960	$11,520	1	$ 995	$11,940						
Director Recursos Físicos							1	$ 880	$10,560	1	$1,360	$16,320
Supervisor Conserjes I	1	$ 600	$ 7,200	1	$ 635	$ 7,620	2	$ 690	$16,560	2	$ 702.50	$16,860
Conductor Camiones	2	$ 605	$14,520	2	$ 665	$15,960	2	$ 745	$17,880	2	$ 757.50	$18,180
Supervisor de Mantenimiento Edif. II	1	$ 750	$ 9,000	1	$ 785	$ 9,420	1	$ 895	$10,740	1	$ 895	$10,740
Guardia Universitario II	1	$ 680	$ 8,160	1	$ 715	$ 8,580	1	$ 770	$ 9,240	2	$ 760	$18,240
Guardia Universitario I	12	$ 588.33	$84,719.52	11	$ 637.50	$84,150	11	$ 706.76	$93,284.40	16	$ 706.7	$135,686.40
Conserje	11	$ 535	$70,620	21	$ 560	$141,120	25	$ 622.50	$186,750	25	$ 622.50	$186,750
Trabajador	1	$ 575	$ 6,900	1	$ 600	$ 7,200	2	$ 622.50	$14,940	11	$ 560	$ 30,160

* Category is defined as the listings which appear in the official job classifications document published by the University.

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SALARY COSTS OF NON STUDENT SERVICES PERSONNEL

COST PER YEAR / CATEGORY*	1979-80			1980-81			1981-82			1982-83		
	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)
Reparador General	1	$ 490	$ 5,880	1	$ 620	$ 7,440	2	$ 675	$16,200	2	$ 675	$16,200
Técnico de Refrigeración I	1	$ 835	$10,020	1	$ 875	$10,500	2	$ 830	$19,920	2	$ 847.50	$20,340
Jardinero I	1	$ 480	$ 5,760	1	$ 515	$ 6,180	4	$ 575	$27,600	4	$ 575	$27,600
Mensajero Motorista	1	$ 564	$ 6,768	1	$ 625	$ 7,500	1	$ 690	$ 8,280	1	$ 690	$ 8,280
Plomero	1	$1,100	$13,200	1	$1,270	$15,240	1	$ 685	$ 8,200	1	$ 685	$ 8,220
Mecánico de Equipo Automotriz							1	$ 715	$ 8,580			
Auxiliar Postal							1	$ 675	$ 8,100	1	$ 675	$ 8,100
Bibliotecario IV	1	$1,948	$23,376	1	$2,229	$26,748	1	$2,229	$26,748	1	$2,229	$26,748
Bibliotecario III	1	$1,486	$17,832	1	$1,555	$18,660	1	$1,555	$18,660	1	$1,555	$18,660
Bibliotecario II	2	$1,272	$30,528	1	$1,330	$15,960	2	$1,213.50	$29,124	2	$1,213.50	$29,124
Bibliotecario Auxiliar I	1	$ 810	$ 9,720	2	$ 852.50	$20,460	2	$ 912.50	$21,900	2	$ 760	$18,240
Bibliotecario Auxiliar II				1	$ 845	$10,140	1	$ 925	$11,100	3	$ 925	$33,300
Auxiliar de Biblioteca	3	$ 622.50	$22,410	3	$ 680	$24,480	3	$ 758.33	$27,299	3	$ 758.33	$27,299.88
Técnico de Servicio Audiovisual	1	$ 790	$ 9,480	1	$ 825	$ 9,900	1	$ 880	$10,560	1	$ 880	$10,560

* Category is defined as the listings which appear in the official job classifications document published by the University.

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SALARY COSTS OF NON STUDENT SERVICES PERSONNEL

COST PER YEAR / CATEGORY*	1979-80			1980-81			1981-82			1982-83		
	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)
Técnico de Reproducción Audiovisua							1	$ 785	$ 9,420	1	$ 785	$ 9,420
Operador Equipo Registro de Datos	1	$ 600	$ 7,200	1	$ 635	$ 7,620	1	$ 685	$ 8,220	1	$ 685	$ 8,220
Programador Sist. Electrónicos I	1	$ 665	$ 7,980	1	$ 700	$ 8,400	1	$ 875	$10,500	1	$ 915	$10,980
Coordinador Atlético	1	$1,165	$13,980	1	$1,392	$16,704	1	$1,530	$18,360	1	$1,530	$18,360
Director Educación Continuada y Extensión	1/2	$1,272	$ 7,632	1/2	$1,780	$10,680	1/2	$1,780	$10,680	1/2	$1,780	$10,680
Director Dept. de Español	1/2	$1,664	$ 9,984	1/2	$1,835	$11,010	1/2	$1,835	$11,010	1/2	$1,835	$11,010
Director Dept. de Inglés	1/2	$1,522	$ 9,132	1/2	$1,680	$10,080	1/2	$1,705	$10,230	1/2	$1,705	$10,230
Tecn. Lab. de Idiomas	1	$ 645	$ 7,740	1	$ 680	$ 8,160	1	$ 760	$ 9,120	1	$ 735	$ 8,820
Director Dept. Adm. de Empresas	1/2	$1,522	$ 9,132	1/2	$1,705	$10,230	1/2	$1,730	$10,380	1/2	$1,862	$11,172
Director Dept. Ciencias Secretariales	1/2	$1,522	$ 9,132	1/2	$1,705	$10,230	1/2	$1,705	$10,230	1/2	$1,862	$11,172
Director Dept. Terapia Física	1/2	$1,711	$10,266	1/2	$1,930	$11,580	1/2	$1,930	$11,580	1/2	$1,930	$11,580
Director Dept. de Humanidades	1/2	$1,522	$ 9,132	1/2	$1,705	$10,230	1/2	$1,705	$10,230	1/2	$1,705	$10,230
Director Dept. Ciencias Naturales	1/2	$1,766	$10,596	1/2	$1,521	$ 9,126	1/2	$1,755	$10,530	1/2	$1,755	$10,530

* Category is defined as the listings which appear in the official job classifications document published by the University.

** FTE is only the amount of time spent on Non Stu. Services. Other parts of salaries will appear elsewhere.

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SALARY COSTS OF NON STUDENT SERVICES PERSONNEL

COST PER YEAR / CATEGORY*	1979-80			1980-81			1981-82			1982-83		
	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)
Director Dept. Ciencias Sociales	1/2	$1,705	$10,230	1/2	$1,705	$10,230	1/2	$1,705	$10,230	1/2	$1,502	$ 9,012
Director Dept. de Educación	1/2	$1,522	$ 9,132	1/2	$1,705	$10,230	1/2	$1,730	$10,380	1/2	$1,730	$10,380
Director Dept. Tecn. Inge. Civil	1/2	$1,514	$ 9,084	1/2	$1,688	$10,128	1/2	$1,713	$10,278	1/2	$1,713	$10,278
Coordinador Tecn. Automotriz	1/12	$2,136	$ 1,063.68	1	$1,780	$21,360	1	$2,060	$24,720	1	$2,060	$24,720
Técnico de Laboratorio	1	$ 633	$ 7,596	1	$ 665	$ 7,980	1	$ 715	$ 8,580	2	$ 715	$17,160
Ayudante Director Ciencias Naturales	1/4	$1,397	$ 4,191	1/2	$1,447	$ 8,682	3/20	$1,467	$ 2,567.85	1/4	$1,347	$ 3,704.25
Director Planificación y Desarrollo										3/4	$1,347	$ 6,061.50
Asistente Administrativo I										1	$ 595	$ 7,140
Auxiliar en Contabilidad I										1	$ 715	$ 8,580
Pintor										1	$ 665	$ 7,980
Bibliotecario I										3	$1,097	$39,492
Operador Equipo Audiovisual										1	$ 625	$ 7,500
Secretaria Administrativa I	3	$ 612.50	$22,050	3	$ 612.50	$22,050	2	$ 655	$15,720	4	$ 655	$31,440
Secretaria Administrativa II	12	$ 672.50	$96,840	12	$ 672.50	$96,840	9	$ 731	$78,948	11	$ 718.75	$94,875

* Category is defined as the listings which appear in the official job classifications document published by the University.

** FTE is only the amount of time spent on Non Stu. Services. Other parts of salaries will appear elsewhere.

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SALARY COSTS OF NON STUDENT SERVICES PERSONNEL

COST PER YEAR / CATEGORY	1979-80			1980-81			1981-82			1982-83		
	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)	Number (FTE)**	Average Salary	Total ($)
Secretaria Administrativa III	1	$ 695	$ 8,340	1	$ 695	$ 8,340	1	$ 790	$ 9,480	1	$ 815	$ 9,780
Secretaria Administrativa IV	1	$ 745	$ 8,940	1	$ 745	$ 8,940	1	$ 800	$ 9,600			
Secretaria Administrativa V	2	$ 770	$18,480	2	$ 770	$18,480	2	$ 847.50	$20,340	2	$862.50	$20,700
Secretaria Ejecutiva I	1	$ 820	$ 9,840	1	$ 870	$10,440	1	$ 935	$11,220	1	$935	$11,220
Mecanógrafa Administrativa II	3	$ 627.50	$22,590	3	$ 627	$22,590	3	$ 700	$25,200	2	$700	$16,800
Mecanografa Administrativa I	2	$ 575	$13,800	2	$ 575	$12,800	2	$ 625	$15,000	3	$625	$22,500
Auxiliar Compras y Suministros							1	$ 655	$ 7,860	1	$655	$ 7,860
TOTAL			$917,969.12			$1,051,488.00			$978,217.50			$1,406,622.99

* Category is defined as the listings which appear in the official job classifications document published by the University.

** FTE is only the amount of time spent on Non Stu. Services. Other parts of salaries will appear elsewhere.

UTILITIES COST PER YEAR

Table VII

YEAR / UTILITIES	1979-80	1980-81	1981-82	1982-83
TOTAL	$154,695	$306,512	$319,454	$311,005
A. Electricity	$108,166	$255,134	$266,609	$236,758
B. Water	1,259	1,116	1,794	4,935
C. Gas	7,800	12,052	13,428	14,159
D. Communications	37,470	38,210	37,623	55,153
1. Telephone	24,958	24,708	21,060	34,156
2. Telex	494	512	583	596
3. Telegraph	430	120	544	123
4. Post Office	3,602	4,324	5,658	9,189
5. Comp. Center Tel. Line	7,986	8,546	9,778	11,089
Utilities Costs per Student per year	105.77	189.94	210.32	194.12

FIXED COSTS PER STUDENT PER YEAR

Table VIII-A

CATEGORY/YEAR	1979-80	1980-81	1981-82	1982-83
Student Services Personnel	$ 127.855	$ 112.651	$ 344.104	$ $185.194
Non Student Services	627.671	651.601	644.030	877.98
Utilities	105.774	189.944	210.319	194.123
Library	21.482	22.249	29.968	86.282
Audiovisual	11.422	7.945	20.558	37.464
Service Departments (Spanish & English)	141.57	180.43	169.42	187.18
SUBTOTAL	$1,035 774	$1,164.82	$1,418.40	$1,568.22

COST PER STUDENT PER PROGRAM PER YEAR

Table VIII-B

DEPARTMENT	1979-80 *Subtotal	1979-80 Departmental Faculty	1979-80 Departmental Equipment and Supplies	1979-80 Total	1980-81 *Subtotal	1980-81 Departmental Faculty	1980-81 Departmental Equipment and Supplies	1980-81 Total	1981-82 *Subtotal	1981-82 Departmental Faculty	1981-82 Departmental Equipment and Supplies	1981-82 Total	1982-83 *Subtotal	1982-83 Departmental Faculty	1982-83 Departmental Equipment and Supplies	1982-83 Total
Allied Health	1,035.77	516.54	17.89	1,570.20	1,164.82	500.35	5.19	1,670.36	1,418.40	554.28	38.59	2,011.27	1,568.22	605.21	34.10	2,207.55
Business Administration and Computer Science	1,035.77	361.09	16.23	1,413.09	1,164.82	420.20	289.88	1,874.90	1,418.40	441.10	22.94	1,382.44	1,568.22	505.70	482.64	2,556.56
Civil Engineering and Drafting Technology	1,035.77	383.23	3.22	1,422.22	1,164.82	547.96	0	1,712.78	1,418.40	495.94	84.21	1,990.55	1,568.22	536.09	34.69	2,135.50
Education and Physical Educ.	1,035.77	572.15	15.07	1,622.99	1,164.82	544.00	23.73	1,732.55	1,418.40	426.33	44.86	1,889.59	1,568.22	554.20	143.95	2,366.37
Humanities	1,035.77	**	4 61	1,040.38	1,164.82	2,792.94	21.65	3,979.41	1,418.40	1,861.74	22.71	3,302.85	1,568.22	2,048.75	37.23	3,654.23
Industrial Eng. and Automotive Tech.	1,035.77	508.05	181.17	1,724.99	1,164.82	241.63	0	1,406.45	1,418.40	569.12	1.36	1,990.88	1,568.22	388.81	49.87	2,006.92
Natural Science	1,035.77	692.10	27.45	1,755.32	1,164.82	816.87	242.55	3,389.06	1,418.40	931.73	75.89	2,426.02	1,568.22	967.18	90.99	2,626.39
Secretarial Science	1,035.77	487.07	55.14	1,577.98	1,164.82	509.20	2.15	1,676.17	1,418.40	627.12	170.05	2,215.57	1,568.22	711.68	993.99	3,295.87
Social Science	1,035.77	1,241.39	9.34	2,286.50	1,164.82	1,035.12	0	2,199.94	1,418.40	1,341.85	17.45	2,777.70	1,568.22	1,516.51	11.30	3,096.05

* Subtotals obtained from Table VIII-A
** Humanities included the Social Science Department.

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SQUARE FOOTAGE OF WORKING SPACE IN THE COLLEGE *

Table IX

	NUMBER	TOTAL SQUARE FOOTAGE
TOTAL	94	198,102.39
CLASSROOMS	41	35,729.00
OFFICES	33	36,848.87
Faculty	9	7,880.00
Other:	24	28,968,87
A) Administration	14	8,957.00
B) Counseling Services	10	20,011.87
HALLWAYS		49,029.92
LABORATORIES	13	29,031.84
LIBRARY	1	27,762.76
OTHER (DEFINE)	6	19,700.00
A) Cafeteria	1	15,990.00
B) Shops	5	3,710.00

*This includes constructed and furnished space available since 1980.

Square feet per student per year	1979-80	1980-81	1981-82	1982-83
	**	122.8	130.4	123.7

**Information not available.

NEEDS OF THE POPULATION SERVED BY THE COLLEGE

Present Characteristics of the Area Population

Ponce Technological University College is located in the city of Ponce on the southern coast of the island of Puerto Rico. The total population of Ponce, according to the 1980 census is 189,046.

Ponce is in the southern area of Puerto Rico which is constituted by the 12 municipalities of Coamo, Guánica, Guayanilla, Juana Díaz, Peñuelas, Ponce, Sabana Grande, Salinas, Santa Isabel, Villalba, Yabucoa, and Yauco.

The total population of these twelve towns, as can be seen from table X is 478,738, 48.9 % male and 51.1 % female. The individual town populations range from 18,799 to 189,046 although the majority (11) range between 18,799 and 43,505.

The age and sex breakdown of the population, by individual town, has been presented in table X.

The educational level of the area population has been depicted in table XI. As can be noted, the vast majority of the population (64.8%) has not completed high school. When you consider that only 43.3% of the population is 18 and under, this indicates that some 102,929 adults (over 18) have not yet completed high school.

According to the 1980 Census, there are at least 61,523 potencial college students which the institution could be serving either at the associate degree level or baccalaureate level. This figure takes into account the residents who have completed a high school degree but who have not as yet completed a baccalaureate degree.

Table X

AREA POPULATION DESCRIPTION*

AGE / CITY	0-6			7-13			14-18			19-24			25-48			48 & over			Total		
	M (%)	F (%)	Total (%)	M (%)	F (%)	Total (%)	M (%)	F (%)	Total (%)	M (%)	F (%)	Total (%)	M (%)	F (%)	Total (%)	M (%)	F (%)	Total (%)	M (%)	F (%)	Total (%)
Coamo	2,397 50.9%	2,309 49.1%	4,706 15.3%	2,503 49.6%	2,545 50.4%	5,048 16.4%	1,887 51.0%	1,812 49.0%	3,699 12.0%	1,521 48.3%	1,631 51.7%	3,152 10.2%	3,430 47.7%	3,764 52.3%	7,194 23.3%	3,390 48.3%	3,633 51.7%	7,023 22.8%	15,128 49.1%	15,694 50.9%	30,822 6.4%
Guánica	1,664 51.6%	1,562 48.4%	3,226 17.2%	1,515 50.2%	1,504 49.8%	3,019 16.1%	888 50.6%	866 49.4%	1,754 9.3%	710 46.3%	822 53.7%	1,532 8.1%	2,329 47.6%	2,563 52.4%	4,892 26.0%	2,094 47.9%	2,282 52.1%	4,376 23.3%	9,200 48.9%	9,599 51.1%	18,799 3.9%
Guayanilla	1,709 50.8%	1,652 49.2%	3,361 16.0%	1,636 50.1%	1,629 49.9%	3,265 15.5%	1,127 48.7%	1,187 51.3%	2,314 11.0%	1,066 49.5%	1,087 50.5%	2,153 10.2%	2,508 48.4%	2,670 51.6%	5,178 24.6%	2,358 49.3%	2,421 50.7%	4,779 22.7%	10,404 49.4%	10,646 50.6%	21,050 4.4%
Juana Díaz	3,936 51.5%	3,701 48.5%	7,637 17.6%	3,814 51.3%	3,614 48.7%	7,428 17.1%	2,717 52.1%	2,494 47.9%	5,211 12.0%	2,169 47.1%	2,440 52.9%	4,609 10.6%	4,813 47.8%	5,256 52.2%	10,069 23.1%	4,210 49.2%	4,341 50.8%	8,551 19.7%	21,659 49.8%	21,846 50.2%	43,505 9.1%
Peñuelas	1,778 51.3%	1,596 48.7%	3,274 17.1%	1,558 50.8%	1,506 49.2%	3,064 16.0%	1,156 50.2%	1,149 49.8%	2,305 12.1%	1,023 48.9%	1,070 51.1%	2,093 10.9%	2,193 48.5%	2,324 51.5%	4,517 23.6%	1,938 50.2%	1,925 49.8%	3,863 20.2%	9,546 49.9%	9,570 50.1%	19,116 4.0%
Ponce	15,306 51.0%	14,721 49.0%	30,027 15.9%	14,523 51.2%	13,844 48.8%	28,367 15.0%	9,989 49.3%	10,253 50.7%	20,242 10.7%	9,391 46.0%	11,003 54.0%	20,394 10.8%	21,903 46.8%	24,971 53.2%	46,894 24.8%	19,976 46.3%	23,146 53.7%	43,122 22.8%	91,108 48.2%	97,938 51.8%	189,046 39.5%
Sabana Grande	1,516 51.6%	1,422 48.4%	2,938 14.5%	1,477 50.4%	1,456 49.6%	2,933 14.5%	945 49.2%	974 50.8%	1,919 9.5%	866 45.5%	1,039 54.5%	1,905 9.4%	2,543 46.3%	2,953 53.7%	5,496 27.2%	2,410 48.0%	2,606 52.0%	5,016 24.8%	9,757 48.3%	10,450 51.7%	20,207 4.2%
Salinas	2,249 51.2%	2,140 48.8%	4,389 16.6%	2,186 50.2%	2,170 43.8%	4,356 16.5%	1,563 51.5%	1,472 48.5%	3,035 11.5%	1,285 49.4%	1,314 50.6%	2,599 9.8%	2,986 47.8%	3,255 52.2%	6,241 23.6%	2,831 48.7%	2,987 51.3%	5,818 22.0%	13,100 49.5%	13,338 50.5%	26,438 5.5%
Santa Isabel	1,740 49.2%	1,795 50.8%	3,535 17.8%	1,706 51.5%	1,606 48.5%	3,312 16.7%	1,139 50.7%	1,108 49.3%	2,247 11.3%	990 49.5%	1,012 50.5%	2,002 10.1%	2,211 47.4%	2,450 52.6%	4,661 23.5%	2,038 49.7%	2,059 50.3%	4,097 20.6%	9,824 49.5%	10,030 50.5%	19,854 4.1%
Villalba	1,853 51.3%	1,762 48.7%	3,615 17.4%	1,888 51.0%	1,814 49.0%	3,702 17.9%	1,353 49.3%	1,393 50.7%	2,746 13.2%	1,082 47.3%	1,205 52.7%	2,287 11.0%	2,109 47.7%	2,315 52.3%	4,424 21.3%	1,981 50.0%	1,979 50.0%	3,960 19.1%	10,266 49.5%	10,468 50.5%	20,734 4.3%
Yabucoa	2,672 51.3%	2,538 48.7%	5,210 16.6%	2,599 51.6%	2,441 48.4%	5,040 16.0%	1,960 52.3%	1,790 47.7%	3,750 11.9%	1,587 48.1%	1,711 51.9%	3,298 10.5	3,593 48.8%	3,773 51.2%	7,366 23.4%	3,374 49.9%	3,387 50.1%	6,761 21.5%	15,785 50.2%	15,640 49.8%	31,434 6.6%
Yauco	3,037 51.1%	2,902 48.9%	5,939 15.7%	3,002 50.5%	2,948 49.5%	5,950 15.8%	2,137 48.8%	2,238 51.2%	4,375 11.6%	1,844 47.1%	2,073 52.9%	3,917 10.4%	4,294 47.2%	4,811 52.8%	9,105 24.1%	4,120 36.8%	4,328 51.2%	8,456 22.4%	18,442 48.9%	19,300 51.1%	37,742 7.9%
TOTALS	39,157 51.1%	38,100 48.9%	77,857 16.3%	38,407 50.9%	37,077 49.1%	75,484 15.8%	26,861 50.1%	26,736 49.9%	53,597 11.2%	23,534 47.1%	26,407 52.9%	49,941 10.4%	54,932 47.3%	61,105 52.7%	116,037 24.2%	50,728 47.9%	55,094 52.1%	105,822 22.1%	234,219 48.9%	244,519 51.1%	478,738 100.0%

*Information based on the 1980 Census. Areas of influence defined at the Central level, U.P.R.

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EDUCATIONAL LEVEL OF AREA POPULATION *

Table XI

CITY	ELEMENTARY (0-8 YEARS) (%)	HIGH SCHOOL (1-3 YEARS) (%)	HIGH SCHOOL (4 YEARS) (%)	COLLEGE (1-3 YEARS) (%)	4 OR MORE YEARS (%)	TOTAL (%)
Coamo	8,110 (57.0)	1,898 (13.4)	2,700 (19.0)	751 (5.3)	758 (5.3)	14,217 (6.4)
Guánica	5,140 (55.5)	1,348 (14.5)	1,759 (19.0)	572 (6.2)	449 (9.8)	9,268 (4.2)
Guayanilla	5,349 (53.7)	1,173 (11.8)	2,070 (20.8)	758 (7.6)	607 (6.1)	9,957 (4.5)
Juana Díaz	10,064 (54.0)	2,656 (14.3)	3,646 (19.6)	1,259 (6.8)	995 (5.3)	18,620 (8.4)
Peñuelas	4,954 (59.1)	1,068 (12.7)	1,471 (17.6)	567 (6.8)	320 (3.8)	8,380 (3.8)
Ponce	40,468 (45.0)	11,747 (13.0)	19,260 (21.4)	8,855 (9.8)	9,686 (10.8)	90,016 (40.6)
Sábana Grande	5,694 (54.2)	1,204 (11.5)	2,107 (20.0)	916 (8.7)	591 (5.6)	10,512 (4.7)
Salinas	6,324 (52.4)	1,834 (15.2)	2,545 (21.1)	783 (6.5)	573 (4.8)	12,059 (5.4)
Santa Isabel	4,912 (56.1)	1,172 (13.4)	1,787 (20.4)	529 (6.0)	358 (4.1)	8,758 (3.9)
Villalba	5,494 (65.5)	862 (10.3)	1,262 (15.1)	430 (5.1)	336 (4.0)	8,384 (3.8)
Yabucoa	8,497 (60.1)	1,535 (10.9)	2,516 (17.8)	842 (6.0)	737 (5.2)	14,127 (6.4)
Yauco	9,946 (56.7)	2,431 (13.8)	3,130 (17.8)	1,008 (5.7)	1,046 (6.0)	17,561 (7.9)
TOTAL	114,952 (51.8)	28,928 (13.0)	44,253 (20.0)	17,270 (7.8)	16,456 (7.4)	221,859

* Information based on the 1980 Census. Areas of influence defined at the Central level, UPR.

The area youth (7 to 13 year olds) totals 75,484. This is the minimal population that the College could possibly provide services to from 1984 to 1990.

Present Characteristics of the Local Labor Market

A look at the local labor market indicates a bleak situation for the southern region of Puerto Rico. The november 1983 report, Labor Force and Unemployment Data by Labor Market Area, presented by the Department of Labor Planning Office, indicates the unemployment trends depicted in the following table for the three major labor area divisions of Ponce, Yauco and Coamo, areas which completely fall under CUTPO's service area.

Major Areas	Labor Force	Employment	Unemployment (Number/Rate)
Ponce Area	66,600	47,700	18,900/28.38
Ponce			
Villalba			
Peñuelas			
Juana Díaz			
Yauco Area	29,200	18,750	10,450/35.79
Guánica			
Guayanilla			
Yauco			
Coamo Area	16,300	11,950	4,350/26.69
Coamo			
Santa Isabel			
TOTAL	112,100	78,400	33,700/30.06

As can be noted, the unemployment in our service area ranges between 26.69% and 35.79%. The three labor areas combined rendered an unemployment rate of 30.06%. The aforementioned report presents area unemployment rates for Puerto Rico ranging between a low of 8.4% in Culebra to a high of 35.79% in the Yauco area.

The Island registered an overall unemployment rate of 22.1%. This represents a decrease from previous years. Unemployment stood at 26.2% in 1981 and 29.3% in 1982. Unemployment is expected to be 230,700 in 1984, distributed between 153,743 males and 76,957 females. This represents a projected unemployment rate of 24.5% for both sexes.

The Ponce Labor Area (Ponce, Juana Díaz, Villalba and Peñuelas) recorded a population of 272,401 in the 1980 U.S. Department of Commerce Bureau of Census. This figure represents 8.5 percent of the island's total population which was 3,196,520.

The following manpower profile of the area was prepared by the Puerto Rico Employment Service of Ponce in December of 1983.

MANPOWER PROFILE OF THE AREA

PONCE LABOR AREA

Item	December 1982	December 1983	Net Change
Most Important Industries (By Size of Employment)	46,100	44,900	-1,200
Manufacturing	9,500	9,600	+ 100
Food and Kindred	2,500	2,600	+ 100
Apparel	1,000	1,600	+ 600
Chemicals and Allied Products	1,300	1,200	- 100

Nonmanufacturing	36,600	35,300	-1,300
Government	16,900	16,000	- 900
Service (except domestic)	7,000	6,600	- 400
Trade	7,600	7,100	- 500

This data reveals that nonmanufacturing industries provided the Ponce area with 35,300 jobs in 1983. This represented 78.62 of the available employment in that year. Specifically, government was the biggest employer providing the area with 16,000 jobs, 35.63% of the area's total employment.

The net change from 1982 to 1983 in available jobs is reported at -1,200, representing a decrease of 2.6%. The decrease of 900 jobs in government was mostly responsible for the overall negative impact on 1983 available employment.

At present, the type of jobs most readily available in the southern area of Puerto Rico were reported to be those of general clerk, secretary, cashier, personnel clerk, bank teller and sales representative and personnel.

Other important sectors which are providing large numbers of openings are agriculture during specific seasonal periods, fishery, forestry and related areas.

A need for security guards, food order expediters, butchers and meat wrappers, nurse's aids, sanitation personnel and truck drivers is noticeable as indicated by the job offers available at the Department of Labor.

At the professional level a need for supervisors, specialized personnel to provide government services, secondary school teachers and electronic technicians has been recorded.

Likewise, bench work for electronics and electrical accessories assemblers, and jeweler and lockstitch machine operators is available.

In the manufacturing sector, two new firms started operations in December. Others are expected to arise in the near future. These are described in the following table:

Product	Municipality	Initial Employment	Potential Employment
Sportshoes	Juana Díaz	46	400
Crab stew	Ponce	7	20
Water Sporting Goods	Juana Díaz	*	30
Printing	Ponce	*	30
Disk Units	Ponce	*	400
Bakery	Villalba	*	12
Seasoning	Villalba	*	8
Contract Points and Condensers	Ponce	*	43
Intravenous Regulator Pump	Ponce	*	75

*Not established as of yet.

The skill level requirements of the aforementioned existing jobs vary from basically no formal training to a masters degree. In agricultural and manufacturing opportunities skill level requirements are basically minimal, clerical, sales or government service positions require formal training at the university level or extensive experience while managerial, teaching and business positions require at least a baccalaureate degree.

Area Employment Projections

Occupational outlook is expected to improve since various firms in the main industrial sectors are expected to start operation in the Ponce Labor Area in the near future producing a considerable number of job opportunities. These available opportunities will specifically be for managers, secretaries, accountants, computer programmers, systems analysts, itcher standard machine operators, sorters and classifiers.

The incorporation of the electronic industry in the area is expected to produce a great need for general managers, production managers, controllers, materials managers, engineering managers, senior buyers, electronic technicians, electronic assemblers, and general maintenance and electronic workers by the year 1988.

The expected expansion in this industry will secure jobs for the aforementioned personnal through 1993.

Skill levels required to fill these positions will be a baccalaureate degree or more for managerial positions, associate degrees for secretaries, technicians and assemblers, and vocational training for maintenance and general electronic workers.

Although total employment is expected to increase, the unemployment figure is expected to maintain its high level due to the fact that area job opportunities foreseen will not be enough to cope with the number of jobseekers.

Jobseekers are to increase through the influx in the labor force of college and high school graduates and jobless arriving from beyond the island.

Area Academic Projections

Although the boosted increase in employment for the coming years is expected to be in managerial and secretarial positions and in the electronics and computer related fields, a need will still exist for educators, health professionals, scientists, engineers and humanists.

Tables XII and XIII, in trying to project academic programs and faculty needs respectively through 1993, not only take into account the expanded need for business and industrial personnel but aim to depict the continued need for personnel in other areas in order to maintain community health and well being.

Other Activities

A post secondary institution is not only responsible for training new professionals but for the retraining of working personnel to meet the ever-changing needs of the professions.

The Division of Extension and Continuing Education of the College is prepared to meet these community needs as evidenced by previous experiences.

The Division has and/or can provide:

1) courses in developmental Mathematics, English and Spanish, Basic Computer Language, and leisure topics,
2) continuing education units for health professionals, insurance agents, chemists, therapists, and others,
3) supplemental credit value courses offered in coordination with accredited agencies for persons pursuing a baccalaureate degree to be granted by another Institution.

The Division works closely with the community and programs courses and seminars as petitioned, ensuring prompt and excellent service, a characteristics which is aimed to be kept.

ACADEMIC PROGRAM PROJECTIONS
THROUGH 1993

Table XII

TECHNICAL PROGRAMS	1983-1984	1984-1985	1985-1986	1986-1987	1987-1988	1988-1989	1989-1990	1990-1991	1991-1992	1992 1993
Allied Health				30	90	120	120	120	120	120
Business Administration	335	300	300	250	250	250	250	250	250	250
Civil Engineering Technology	50	50	50	50	55	55	60	60	65	65
Computer Science	142	140	120	120	120	120	120	120	120	120
Communications						30	60	60	60	60
Cooperativism			25	50	50	50	50	50	55	55
Drafting Technology	50	50	50	50	50	55	55	60	60	65
Electronics							30	60	60	60
Elementary Education	50	55	60	60	60	60	60	85	85	85
Environmental Quality and Security			30	60	60	60	60	60	60	60
Industrial Civil Engineering	100	110	120	120	120	120	120	120	120	120
Mechanical Engineering Technology				20	40	40	40	40	40	40
Music				20	40	40	40	40	40	40
Physical Therapy	105	110	110	110	110	120	120	120	120	120
Occupational Therapy	60	30	30	30	30	60	60	60	60	60
Secretarial Science	125	135	140	140	140	150	155	155	155	155
SUB TOTAL	1017	980	1035	1130	1215	1330	1400	1460	1470	1475

TRANSFER PROGRAMS	1983-1984	1984-1985	1985-1986	1986-1987	1987-1988	1988-1989	1989-1990	1990-1991	1991-1992	1992-1993
Education	105	110	110	110	110	110	110	90	90	90
Engineering	65	70	75	80	90	95	100	105	110	120
Humanities	45	50	45	50	45	50	50	50	50	50
Natural Sciences	345	345	350	350	350	350	350	350	350	350
PreTherapy	70	60	60	60	60	60	60	60	60	60
Secretarial Sciences	5	5	5	10	10	10	10	10	10	10
Social Sciences	55	50	45	50	50	55	50	50	55	55
Surveying				20	40	40	40	40	40	40
SUBTOTAL	690	690	690	730	745	770	770	755	765	775
BACCALAUREATE PROGRAMS										
Adapted Physical Education						30	60	90	120	120
Allied Health					30	60	100	120	130	140
Business Administration	70	110	140	200	200	200	200	200	200	200
Computer Science		30	60	90	100	100	100	100	100	100
Elementary Education		50	100	100	100	100	100	125	125	125
Humanities					30	60	60	60	60	60
Industrial Engineering					30	60	60	60	60	60
Natural Sciences			120	240	240	240	240	240	240	240
Secretarial Sciences	50	70	80	90	90	90	90	90	90	90
SUBTOTAL	120	260	500	720	820	940	1010	1085	1125	1135
GENERAL TOTAL	1827	1930	2225	2580	2790	3040	3180	3300	3360	3385

ADDITIONAL FACULTY PROJECTIONS
THROUGH 1992-1993

Table XIII

ACADEMIC DEPARTMENTS	1983-1984	1984-1985	1985-1986	1986-1987	1987-1988	1988-1989	1989-1990	1990-1991	1991-1992	1992-1993
Allied Health		1 AH		2 CAS	2 CAS			1 CAS		
Business Administration		2	1	2						
Civil Engineering Technology										
Computer Science		2	2	1						
Drafting Technology			1							
Education, Physical Education		2 EDUC	1 EDUC	3 EDUC			1 EDFI	1 EDUC 1 EDFI	1 EDFI	
Engineering			1 ENGE			1 ENGE	1 ELECT			
English			2	1	1	1	1	1		
Humanities			1 HUMA	1 HUMA 1 MUSI	1 HUMA 1 MUSI	1 HUMA 1 COMU			1 HUMA	
Industrial Engineering Technology			1 SCA 1 ININ	1 SCA	1 ININ	1 ININ				
Mechanical Engineering Technology (Automotive)				1	1					
Natural Sciences			2 BIOL 2 MATH 1 PHYS 2 CHEM	1 BIOL 1 MATH 1 CHEM	1 MATH		1 PHYS			
Secretarial Sciences						1				
Social Sciences			3 SOSC 1 COOP	1 COOP	1			1		
Spanish			1	2	1		1		1	

Lengend: COOP - Associate Degree in Cooperativism
COMU - Associate Degree in Communication
CAS - Associate Degree in Allied Health Sciences
SCA - Associate Degree in Environmental Security and Quality
MUSI - Associate Degree in Music
ELECT- Associate Degree in Electronic

LONG RANGE PLAN

The long range plan for Ponce Technological University College is divided into the three fundamental institutional divisions of:

A) Academic Affairs

B) Administrative Affairs

C) Student Affairs

The plan is based on the information provided in the previous sections of this document. Each division presents various goals, objectives for each goal and programmed activities to ensure each objective attainment. Necessary human, physical and/or fiscal resources for each activity are indicated where relevant.

The plan, in itself, explicity projects what the College will look like through year 1993, academically, physically and in the students services it will provide.

UNIVERSITY OF PUERTO RICO
ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
A. ACADEMIC AFFAIRS						
A.1 To better serve the needs of the technological and humanistic society for highly trained personas at the para-professional and professional levels able to perform and compete effectively in the advancing technology of our industry.	A.1.1 To continue offering the approved academic programs: two-year and four-year programs	A.1.1.1 To maintain and improve the following technical programs: Civil Engineering Technology in Architectural Drafting, Automotive Technology, Civil Engineering Technology in Construction, Industrial Engineering Technology, Business Administration, Secretarial Sciences, Computer Sciences, Elementary Education, Physical Therapy, Occupational Therapy	Continuously through 1993		Respective Department faculty members 6 Microcomputers @ $4500 4 additional faculty members 25 typewriters @ $500	 $27,000 $80,000 $12,500
	A.1.2 To implement additional two-year and four-year programs	A.1.2.1 To develop and/or implement the following two-year programs: Social Sciences (1985), Industrial Hygiene and Safety (1985), Health Related Sciences (1986), Automotive Mechanical Engineering Technology (1986), Communications (1986), Electronics (1989)	1985-89 1986		22 faculty members Environmental Health Lab Communications Lab Communications Technicians Electronics Lab	$200,000 $105,000 $50,000 $30,000 $200,000
		A.1.2.2 To develop and/or implement the following four-year programs:	1984-88			

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		Computer Sciences (1984), Education (1984), Biology, Chemistry and Mathematics (1985), Health Related Sciences (1987) Industrial Engineering Technology (1987), Humanities (1987), Physical Education for the Handicapped (1988)			40 Faculty members Computer Programmers Computer Equipment Biology Labs Chemistry Labs Mathematics materials Physics Labs Lab Technician Secretary Lab Physical Education	$800,000 $10,000 $100,000 $60,000 $240,000 $4,500 $30,000 $12,000 $10,000 $40,000 $65,000
A.2 To insure adequate articulation with four-year institutions by providing basic transfer curriculum	A.2.1 To continue two-year programs that parallel the offerings of four-year institutions' transfer programs	A.2.1.1 To maintain and enrich transfer programs: Education, Secretarial Sciences, Humanities, Social Sciences, Natural Sciences, Engineering, Pre-Therapy, Business Administration	Continuously		11 faculty members	$220,000
		A.2.1.2 To develop a surveying and topography transfer program	1986		Surveying equipment	$25,000
		A.2.1.3 To coordinate with members of each unit of the UPR System in order to gather information about changes in transfer and curriculum requirements	As needed		Transfer program chairpersons	

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		A.2.1.4 To maintain a committee which will implement a roster of equivalent courses with private institutions	On going		4 professors	*
A.3 To better serve the needs of a diversified clientele of students by developing an extensive, varied, flexible and enriched curricula	A.3.1 To assess the human, social and environmental variables with which the students interact	A.3.1.1 To conduct community needs assessment studies	At least every five years		Planning Office	$1,500
	A.3.2 To provide guidelines or standards on which curriculum decisions can be based	A.3.2.1 To circulate programs of study, catalogs, handbooks, curriculum guides, and Academic Senate guidelines	As needed		Dean and Director Associate Directors Department chairpersons	*
		A.3.2.2 To hold meetings for orientation about and/or discussion of guidelines	As needed		Various administrative personnel	*
	A.3.3 To advise students in course and educational program selection and help them determine which courses are relevant to their interests	A.3.3.1 To conduct student academic advising at departmental level	Continuously		Respective departmental academic advisors	*

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.3.4 To evaluate and revise the curricular offerings in terms of a set of curriculum criteria and strategies and suggest improvements	A.3.4.1 To establish a permanent program of evaluation and revision of curricular offerings by conducting: -self-studies -course evaluation -follow-up studies	Every five years		Associate Academic Dean and Planning Office in conjunction with academic departments	$1,500
	A.3.5 To improve, extend and/or enrich curricular offerings	A.3.5.1 To develop and offer a course in Humanities for the students in the technical programs focusing on the influence of Technology in modern times	By August 1984		1 Humanities professor (additional compensation)	$3000 per year
		A.3.5.2 To organize and plan interdisciplinary courses in the field of Social Sciences to equip students in technical programs to deal with social behavior in modern times	By August 1984		2 Social Sciences professor (additional compensation)	$2000 per year

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		A.3.5.3 To offer an interdisciplinary course in Gerontology, especially for students in Natural Sciences, Allied Health, Education and Social Sciences disciplines	By August 1982		1 Social Sciences professor (additional compensation)	$1000 per year
A.4 To better serve the needs of students by creating the environment and organization that will promote efficient and effective instruction	A.4.1 To coordinate the development and implementation of the programs of instruction	A.4.1.1 To monitor the operation of the academic programs	Continuously		Associate Dean of Academic Affairs	*
	A.4.2 To ensure that the academic departments appraise the effectiveness of courses and instructional materials	A.4.2.1 To conduct the formative and summative evaluations of instruction	Every year		Departmental committees	*
		A.4.2.2 To revise course outlines and syllabi	Every year		Departamental faculty	*
	A.4.3 To stimulate innovation and change geared toward improvement of instruction, learning and the curriculum	A.4.3.1 To inform and provide faculty members with innovative teaching strategies through courses, workshops and seminars	Within a five year period, by 1986-87		Planning Office	$4000 per year

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.4.4 To identify student academic skills in order to provide their learning skills	A.4.4.1 To implement selected instruction al strategies to motivate and improve the students' learning skills	By August 1984		Institutional faculty	$250,000
		A.4.4.2 To hold oral or literary contests to reinforce the students' oral and written communication skills, specially in Spanish and English	Every year		Students and faculty from the English and Spanish Departments	$3000 per year
		A.4.4.3 To increase the language laboratory equipment and materials in order to give a greater number of students the opportunity to improve their oral communication skills in various languages	1984		70 additional lab seat with specialized equipment	$35,000
		A.4.4.4 To coordinate with academic departments remedial course offerings	Every year		Chairpersons of English Spanish and Natural Sciences Departments together with the Extension Division Director	*
	A.4.5 To identify students with academic skills in order to encourage and challenge them	A.4.5.1 To implement an honors program to senior high school students	1983-84		Associate Dean of Academic Affairs and chairpersons of basic first year courses	*

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		A.4.5.2 To maintain and improve an honor progres for students in basic courses	1984		Associate Dean of Academic Affairs, chairpersons of basic first year courses and a professor for each course selected	$3000 per year
	A.4.6 To coordinate with guidance counselors the follow-up of students with academic problems	A.4.6.1 To refer students with academic deficiencies arising from poor study habits and psychosocial problems	Continuously		Professors and counselors	*
A.5 To provide high quality and efficient Library, Audio-visual and support services to students, faculty and other members of the College community	A.5.1 To provide in an organized pay comprehensive, useful and relevant collection of bibliographic resources consistent with the curricular and research needs of the College community	A.5.1.1 To acquire the bibliographic materials, equipment and materials necessary to maintain high standards of Library service	Continuously		Books, periodicals, non-printed materials, videocassettes, records and cassettes	$50,000 per year
	A.5.2 To provide the physical facilities which will allow a wide variety of separate learning and study areas to increase the users opportunities for optional utilization of the Library	A.5.2.1 To request funds to cover cost of the internal division of the wide open spaces available at the Library to make provisions for separate rooms for the different Public Services sections, group study rooms and other essential facilities	1982-83		Remodeling, shelves and other Library equipment	$100,000

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.5.3 To provide a staff well qualified, concerned and deeply commited to provide the best Library service to users	A.5.3.1 To recruit personnel with experience and expertise in different library skills and the abilities necessary to contribute to the constant improvement of Library services	Starting in 1984-85		5 Administrative Assistant 2 Administrative secretaries 5 Assistant librarians 5 Typists 1 Circulation librarian 2 Librarians 1 Technical Service Coordinator 1 Computer Technician	$275,000
	A.5.4 To increase the user's opportunities for the correct and optional utilization of all available library resources	A.5.4.1 To develop a Bibliographic Instruction Program to teach the users the correct use of the bibliographic resources and equipment available at the Library to meet their needs for specific information	1984-85 and		3 hours (extra compensation)	$1,000 per semester
	A.5.5 To promote the growth and development of the Audiovisual Department and Library resources and services to students, faculty, staff and the community	A.5.5.1 To acquire material and equipment to meet the instructional and individual needs of the users of the Audiovisual Department	Continuously		Audiovisual Department Chairperson	$27,000

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.5.6 To promote the need to produce educational material among the faculty	A.5.6.1 To coordinate the production of educational material with the department heads	Continuously		Audiovisual Director and departamental chairpersons	
	A.5.7 To promote the utilization, adoption, search, distribution and development of resources that would make maximum contribution to the teaching-learning process	A.5.7.1 To establish committees for the preparation of proposals in order to allocate funds for the acquisition of additional equipment and resources	By December 1982		Institutional Faculty and Consultants	$3000 per yr
		A.5.7.2 To coordinate the scheduling of equipment use together with a demonstration of proper use, handling and care	Continuously		Audiovisual and laboratory technicians	*

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.5.b To develop an efficient, accurate and effective procedure for registration and for the generation, storage and use of students' academic records	A.5.g.1 To establish a color-coded system to file students' records more efficiently and economically in terms of handling and space	1984		Specialized filing materials and equipment	$5000
		A.5.g.2 To improve the use of accurate printed materials and on-line computer registration to maintaining a flow of documents between the registrar, academic, administrative and students affairs offices	1984-85		Computer System Systems Information Official	$900
		A.5.g.3 To continue the involvement of all faculty members in the pre registration and registration procedure.	Each semester		Departmental faculty registrar's staff	

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		A.5.8.4 To involve chairpersons in academic scheduling	Each semester		Dean of Academic Affairs in coordination with chairpersons	*
		A.5.8.5 To maintain accurate records of students			2 Recording Officers	$27,000
		A.5.8.6 To study the possibility of computerizing the delivery reports and transcripts			Registrar and Programmer	
		A.5.8.7 To increase the support staff to better serve institutional needs	Continuously through 1993		1 Assistant Registrar 1 Administrative secretary 3 Student Record Evaluator	$15,000 $10,000 $40,000
	A.5.9 To promote effective articulation with units in charge of providing instructional facilities and services	A.5.9.1 To submit requisitions to coordinate the use of materials, equipment and physical facilities	Continuously		Departamental chairpersons, audiovisual and library staff and assistant to the Associate Dean of Academic Affairs	*

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.5.10 To promote effective articulation with the offices dealing with student services	A.5.10.1 To maintain communication between members of the academic departments and officers dealing with students services to find possible solution to students' needs	As needed		Departamental chairpersons and student services personnel	*
A.6 To maintain an up-to-date faculty in the new educational trends	A.6.1 To assess the need of well-prepared faculty in the various programs of the College	A.6.1.1 To conduct a survey of skills and academic abilities of present faculty to determine future recruiting needs	Every year, starting in 1985		Associate Dean of Academic Affairs in conjunction with the Planning Office Director	$200 per year
		A.6.1.2 Forecast future faculty needs	Every year		Associate Dean of Academic Affairs and Department chairperson	*
		A.6.1.3 Review and recommend faculty appointments	Every semester		Departamental Personnel committees	
	A.6.2 Assist the faculty and staff to adjust satisfactorily to the College environment	A.6.2.1 Induction of new personnel through: individual and group meetings for new faculty members to orientate them of the College' operation Orientation material: handbooks catalogs, etc. Orientation conferences	Every semester		Administrative staff in a yearly formal presentation and informally thereafter	*

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.6.3 To supervise personnel and suggest improvements that should be tried in practice and evaluated.	A.6.3.1 Evaluate using individual techniques: Classroom visitation and observation Conferences with teachers Self-observation Peer supervision	Every semester		Department Directors and Departamental Personnel Committee members	*
		A.6.3.2 Conduct group techniques such as orientation of new teachers, classroom experimentation, effective faculty meetings, intervisitation			Departamental chairpersons and faculty	*
	A.6.4 To assist department chairpersons in the evaluation and advising of faculty members	A.6.4.1 Conduct faculty evaluation	Every year		Departamental chairpersons and Personnel committees	*
	A.6.5 To promote the personal and professional growth of faculty and staff	A.6.5.1 To retrain faculty members in systematic planning of instruction, teaching and evaluation strategies (A.8.1)	Within five years, 1986-87		Consultants	$4000 per yr.

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		A.6.5.2 To provide inservice training for mid-level management and clerical personnel (A.8.3)	By 1983-84		Consultants, Professors and administrators	$15,000
		A.6.5.3 To establish an effective program of faculty development and improvement (A.8.4) including provisions for advance, study, released time, leaves of absence, affiliation to professional societies, attendance to professional activities, consultation services and other relevant activities	By August 1982		Institutional Professional Enhancement Fund	$65,000
	A.6.6 To promote effective articulation with units in charge of personnel affairs	A.6.6.1 Individual and group meetings	Every semester		Personnel Officers	

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
A.7 Improve, at all levels of the College, the interrelationship with government, industry, commerce and with the public in general	A.7.1 To obtain and maintain community support for College programs	A.7.1.1 To maintain open channels of communication with the community to make them aware of help needed (A.6.2)	Continuously		Community Relations Committee	*
		A.7.1.2 Organize committees, task groups, advisory committees			Industry and Commerce Advisory Board	$200 per year
	A.7.2 To extend the College's educational resources and services to the community	A.7.2.1 To inform the community of resources and services available for their utilization through bulletins, brochures, letters, the media, etc.	Continuously		Community Relations Committee	$500 per year
	A.7.3 To promote the use of community facilities and resources	A.7.3.1 Coordinate the use of community facilities and services with community agencies and programs	Continuously		Dean and Director and Department chairperson	*
	A.7.4 To provide the latest and most pertinent knowledge to persons representing a vast array of professional, occupational, cultural and social groups	A.7.4.1 To strengthen the Continuing Education and Extension Program (A.11)	Starting January 1983			

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		A.7.4.2 To survey the adult needs and preferences of the southern region of the Island in order to determine course offerings (A.11.3)	Every two years starting in January 1983		Extension Division Director	$1,500
		A.7.4.3 To offer a program of independent courses on either credit or non-credit basis, for people wishing to strengthen or up date their knowledge on professional, technical, cultural or academic areas (A.11.3)	Within two years 1983-84		Extension Division Director	Self supportin
A.8 Guarantee and effective system that facilitate the achievement of pertinent institutional purposes, goals, and objectives	A.8.1 To provide guidelines or standards on which academic decisions related to faculty, students, curriculum, etc., can be based	A.8.1.1 Make available catalogs, handbooks, bulletins and other materials providing information about guidelines	Every semester/ year		Dean and Director Associate Deans	*
		A.8.1.2 Provide regular reports telling what the academic policies are	As needed		Dean and Director Associate Deans	

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		A.8.1.3 Study the effect of current policies in the activities of the College (study groups).	Each year		Dean and Director Institutional committees	*
		A.8.1.4 Provide advice and recommendation that can appropriately influence the consideration of policies within the faculty	As needed		Dean and Director, Associate Dean of Academic Affairs, Institutional committees	*
	A.8.2 To promote the type of group environment and operation that will aid in program operation and improvement	A.8.2.1 Articulation with units and departments in charge of security aspects such as tenure, pension plans, sick leaves, etc., with pleasant working condition	Continuously		Departamental chairpersons and Personnel Office staff	0
		A.8.2.2 Promote a sense of belonging, fair treatment, sense of achievement and growth, recognition of contribution, participation in decision policy and opportunities to maintain self-respect Survey personnel job satisfaction	Continuously		Departamental chairpersons	*

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.B.3 To ensure that appropriate strategies and alternatives for achieving the intended changes defined by the goals are selected, prepared and implemented	A.B.3.1 Utilize any one or combination of following techniques: Planning and development committee Long range and short range planning reports Forecasting techniques such as polls, informal approaches	Every year		Institutional committees * Associate Deans and Planning Office Directo	
	A.B.4 Maintain open channels for essential, sound and effective communication	A.B.4.1 Provide adequate and pertinent communication through: Curriculum bulletins, policy bulletins, administrative and supervisory staff meetings, faculty meetings, reports, person to person conferences, committee work, workshops, and other pertinent means	Continuously		All administrative offices	*

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
	A.8.5 Promote the participation of faculty staff and students with the administration in the decision-making process	A.8.5.1 To promote the participation of students in the Student Council, a forum for exchanging ideas and information related to the decision-making process of the College (A.9.1) in curriculum committees and in other committees and task groups dealing with decision-making matters	Each year		Associate Dean of Students and staff, Institutional faculty	*
		A.8.5.2 Faculty representation in all aspects of the decision-making process of the College	Each year		Institutional committees	*
		A.8.5.3 Consultation of students, faculty and staff in matters	As needed		Dean and Director Associate Deans	*
	A.8.6 Operate effectively and efficiently the administrative work so that it may assist in the smooth functionings of the institution's operations	A.8.6.1 Assess the capabilities of office personnel Evaluate periodically Provide proper guidance and leadership	As needed		Office supervisors	*

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UNIVERSITY OF PUERTO RICO
ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
B. Administrative Affairs B.1 Stimulated and motivated staff to maximum performance by extending and broadenning the knowledge, understanding and skills of personnel.	B.1.1 To establish personnel and management development programs for interested employees in order to provide skill training, to improve the utilization of staff resources and to maintain a stimulating environment for professional development.	B.1.1.1 Participation of administrative personnel in seminars, comittes for professiunal improvement and development in the levels of Administrative performance.	Yearly (every fiscal year)		Administrative personnel, maintenace personnel, officers, supervisors, Associate Dean, external human resources.	
B.2 To increase the productivity of the College by development of a systematic approach for the approach for the organization, supervision and management of fiscal affairs.	B.2.1 To encourage and facilitate the involvement of the Administration in decision making process.	B.2.1.1 To hold periodic meeting with the personnel through each year to develop and maintain good relation with the College employees, and to review plans and to actualize strategies.	Throughout each year		Associate Dean and personnel of the Deanship of Administrative affairs.	
		B.2.1.2 To provide an organizational climate in which the interpersonal relationships can be more effective by means of the open communication, constructive competitions and honesty.	Throughout each year		Associate Dean and personnel of the Deanship of Administration Affairs.	
		B.2.1.3 To understand the qualities and the human sense of life of our employees in order to be able to perform our obligations with much more officiency and to offer a better service.	Thoughout each year		Associate Dean, officers, supervisors	
		B.2.1.4 To contribute to the maintenance of a climate of armony and satisfaction at work which can end in a greater motivation and services spirit between the employees, at the	Throughout each year		Associate Dean and personnel of the Deanship of Administrative Affairs.	

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		same time that a greater productivity and a better quality of services to be provide can be achieved.				
B.3 To increase the productivity (protect the financial investment) of the College by the development of a systematic approach for the organization and management of the operational aspects of the College.	B.3.1 To establish real communication with all departments and offices for better participation in the development and allocation of the Budget.	B.3.1.1 To inform the Associates Deans of Academic, Students Affairs and Department Directors in July of each academic year of the operational budget enabling them to establish priorities.	July of each academic year		Associate Dean of Administrative Affairs Accounting Officer.	
		B.3.1.2 To submit yearly financial reports informing the uses of the resources and the date of the reports.	Yearly		Associate Dean, Accounting Officer.	
	B.3.2 To advise the Administration of the fiscal laws according to the Comptroller Office and Central Auditing Office of the University of Puerto Rico.	B.3.2.1 To examine and analyze daily fiscal documents and insure their correctness against appropriate state and institutional regulations.	Daily		Pre-Audit Officer	
	B.3.3 To provide for an adequate system of collection and deposits of all revenues.	B.3.3.1 To maintain yearly records of institutional income to meet state and university regulations.	Yearly		Bursar	
	B.3.4 To provide adequate disbursement procedure in accordance with the University bylaws and regulations.	B.3.4.1 To maintain daily accurate records so that they will be in accordance with bank statement.	Daily		Disbursement Officer	
		B.3.4.2 To maintain adequate funds in order to cover monthly expenditures.	Monthly		Disbursement Officer	

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		B.3.4.3 To prepare monthly reports.	Monthly		Disbursement Officer	
		B.3.4.4 To provide monthly adequate services for the students community	Monthly		Disbursement Officer	
	B.3.5 To maintain the accounting standards over all accounting works and responsibilities.	B.3.5.1 To maintain yearly records of financial appropriations made to Ponce Technological University College.	Yearly		Accounting Officer	
		B.3.5.2 To record review and examine in process expenditure documents daily to determine availability of funds on each account.	Daily		Accounting Officer	
	B.3.6 To establish a mechanized computer system for handling all financial operations (Accounting, Bursar and Disbursement)	B.3.6.1 To acquire three terminals computer equipment to the areas of Accounting, Bursar and Disbursement.	1983-84		Associate Dean, Accounting Officer, Bursar, Disbursement Officer	$ 6,000
B.4 To support and suplement the efforts of the other College constituencies in the facilitation of the achievement of desirable objectives.	B.4.1 To maintain up to date the adequateness of the plant and equipment.	B.4.1.1 To continuosly prepare and maintain information about College property and its allocation.			Property Officer.	
		B.4.1.2 To prepare an annual inventory of College property.	Annually		Property Officer	
	B.4.2 To make prompt purchase of supplies equipment and services according to requisitions and other procurement requests.	B.4.2.1 To assist the academic, student and administrative offices yearly in the allocation of information relative to the suppliers of materials, equipment and services in submitting requisitions.	Yearly		Purchasing Officer	

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		B.4.2.2 To maintain an up-to-date set of catalogues and available references starting in August 1982	August 1982		Purchasing Officer	
	B.4.3 To provide excellent personnel and administratives services to faculty and administrative employees.	B.4.3.1 To up-to-date personnel throughout each year on their duties, fringe benefits and responsibilities according to the legislation and the by-laws of the University of Puerto Rico.	Throughout each year		Associate Dean, Personnel Officer	
		B.4.3.2 To hire additional personnel for the offices of Associate Dean of Administrative Affairs: 1 Administrative Assistant I 1 Accounting Assistant I 1 Administrative Secretary II	1982-83		Associate Dean, Personnel Officer Accounting Officer Purchasing Officer	$30,210
		B.4.3.3 To hire additional personnel for the Offices of Associate Dean of Administrative Affairs 3 Administrative Typist I 1 Property Assistant 1 Bursar Assistant 1 Accounting Assistant 1 Administrative Secretary	1983-84		Associate Dean Personnel Officer Pre-Audit Officer Disbursement Officer Property Officer Accounting Officer Bursar	$5,020
	B.4.4 To provide printing services to the university community for all official documents or reports relating to exams and College activities.	B.4.4.1 To rent the necesary equipment and materials by July 1982 and July 1983 for keeping a good service.	July 1982 July 1983		Associate Dean (a Xerox 9,200 and 8,100 duplicating system)	21,300 10,715
	B.4.5 To provide security services to to safeguard and protect the physical plant building and grounds of the institution.	B.4.5.1 To keep daily vigilance over buildings, grounds and vehicles.	Daily		University Guards	

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		8.4.5.2 To control the daily flow of vehicles, including the parking areas.	Daily		University Guard	
		8.4.5.3 To hire additional personnel for University Guard Office.				
		1 University Guard II 6 University Guards I	1983-84		Associate Dean, Personnel Officer	$58,320
		8.4.5.4 To hire additional personnel for University Guard.				
		1 University Guard	1984-85		Associate Dean, Personnel Officer, University Guard II	8,220
	8.4.6 To provide an adequate transportation service to the College Community.	8.4.6.1 To purchase by 1982-83 a 60 passengers Bus in order to procure the student participation in activities of the College Community outside of the College limits.	1982-83		Operation and Maintenance Office	32,424
	8.4.7 To improve the establishing program that maintain buildings, road, equipment, and surroundings in the adequate conditions for carrying out the College activities.	8.4.7.1 To continuously provide appropriate means that will maintain the buildings and surroundings in the best conditions.	Continuously		Gardeners, workers	
		8.4.7.2 To purchase and service the necessary equipment and materials by April 1983 for keeping the landscape (1 tractor and other maintenance equipment).	1983		Associate Dean, Director of Physical Plant Facilities, Purchasing Officer	$14,000

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		B.4.7.3 To hire additional personnel for building maintenance:			Associate Dean, Personnel Officer, Director of Physical	
		1 Gardener	1982-83		Plan Facilities.	$ 6,680
		B.4.7.4 To hire additional personnel for building maintenance.	1983-84		Associate Dean, Personnel Officer, Director of Physical	48,840
		1 Automotive Equip Operator 3 Laborers 2 General Restorers 2 Janitors			Plant Facilities.	
		B.4.7.5 To hire additional personnel for building maintenance.	1984-85		Associate Dean, Personnel Officer Director of Physical	25,920
		3 Janitors 1 Laborer			Plant Facilities.	
	B.4.8 To improve the Physical Plant.	B.4.8.1 Construction a Bower for use of buses, automobile and pick-up waiting area.	1983-84		Associate Dean, Bid Committee, Pre-Audit & Purchasing Officers	9,000
		B.4.8.2 Construction a main gate for use of University Guards.	1983-84		Director of Physical Plant Facilities	8,000
		B.4.9.3 Construction of one (1) basketball court.	1983-84		"	17,000
		B.4.9.4 Construction of two (2) tennis court.	1983-84		"	23,000
		B.4.9.5 Construction of double softball field & track field.	1983-84		"	15,500
		B.4.9.6 Construction of three (3) Parking Area Faculty.	1983-84		"	45,000

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		B.4.9.7 To facilitate Central Units of Air Conditioning for Academic Building. 1. Room 119-Microbiology Offices 118 and 119-Natural Sciences. 2. Rooms 130 and 134-Organic Chemistry. 3. Theaters 127 and 225. 4. Room 233-Television Study (Audiovisual). 5. Room 218-Word Processing Laboratory. 6. Room 132-English Laboratory Office 133-English Department. Office 131-Social Sciences Department.	1983-84		Associate Dean, Bid Committee, Pre-Audit & Purchasing Officers, Director of Physical Plant Facilities	$80,000
		B.4.9.8 To facilitate Central Units of Air Conditioning for Academic Building. 1. Allied Health Laboratory 2. Humanities Department 3. Continuing Education and Extension Division	1984-85			$50,000

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LONG RANGE PLAN

GOALS	OBJECTIVES	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		B.4.9.9 Construction Storage of Explosives.	1984-85		Associate Dean, Bid Committee, Pre-Audit & Purchasing Officers, Director of Physical Plant Facilities	$ 25,000
		B.4.9.10 Remodeling of old Library Building.	1984-85			5,000
		B.4.9.11 Professors Offices Construction.	1984-85		"	8,000
		B.4.9.12 To restore the Student Center for Post Office and Employment Office.	1985-86		"	45,000
		B.4.9.13 To restore the Gym Building (raise the roof).	1985-86		"	12,000
		B.4.9.14 Construction of the roofing of the Terrace of Recreation Center.	1986-87		"	65,000
		B.4.9.15 Construction of storm sewer pipe at track and field facilities.	1987-88		"	10,000
		B.4.9.16 Construction of cyclone fense grate.	1987-88		"	10,000
		B.4.9.17 Construction a mechanic warehouse for official vehicles.	1987-88		"	30,000
		B.4.9.18 Construction the roofing of the basketball court.	1988-89		"	600,000
		B.4.9.19 Construction third floor Academic Building.	1988-93		"	3,000,000
		B.4.9.20 Construction the Administrative Building.	1988-93		"	4,000,000

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ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C. Student Affairs						
C.1 To continue the integral development of the students through a strong program of counseling services.	C.1.1 After placing the counselors according to their abilities preferences, students, program needs, they will be able: to do follow up, program visits, to high school seminars for high school counselors, tabulate results of questionaires, surveys and referral sheets, up to 95%.	C.1.1.1. Distribute to each counselor the specific studies, proyects and investigation of the counseling program.	In progress		One counselor one secretary.	$12,420.00 8,580.00
	C.1.2 To establish favorable conditions for continuus counseling services for those students with physical limitations.	C.1.2.1 To recruit, within a five year period needed specialized and qualified personnel who will contribute to the improvent of our counseling services.	1987-88 1984-85			
	C.1.3 By means of the orientation course given to freshmn students during the first semester, we expect better adjustment to the university.	C.1.3.1 Offer an effective orientation course to freshmn students.	In progress			
	C.1.4 To establish an Evening Counseling Service for students in evening courses.	C.1.4.1 Recruit a counselor and establish an Evening Counseling Office.	1987-88		One counselor One secretary	$12,420.00 8,580.00
		C.1.4.2 To recruit counselors to diminish the student proportion per counselor.	1992-1993		Six counselors	$76,580.00
C.2 To continue improving the faculty and administration's understanding of the counselor's role in the whole educational process	C.2.1 As soon as an academic plan is designed, faculty and administration will understand the counselor's role and incorporate them in academic planning.	C.2.1.1 Coordinate academic activities with the counseling program.	In progress			

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
In order to encourage the counselors to participate in academic planning.						
C.3 To continue providing counseling training and work experiences to our students and students from other universities as a community service.	C.3.1 After recruiting qualified students, they will be able to receive training and work experiences which will enable them to belong to the Counselors Aid's Organization Work and Study Program and Tutoring and Practicum students.	C.3.1.1 Continuous involvement of students in all Counseling Projects.	In progress			
C.4 To continue motivating the professional development of the counseling staff in order to improve student services.	C.4.1 Through in service training the counselor staff will have the opportunity to learn new techniques and expand their knowledge in order to offer better counseling services to the students.	C.4.1.1 Continuous involvement of all counseling personnel in in-service training.	In progress			
C.5 To provide materials which will meet the information needs of students to help them make a correct vocational decision.	C.5.1 Through material praised by counselors the students will be able to analyze and make a correct vocational decision.	C.5.1.1 Continuous production of material to fulfill vocational decision needs.	In progress			
	C.5.2 After visiting a complete career resource center set up by the counseling staff, the students will search, read, and evaluate occupational information that will clarify their vocational decision.		In progress			
	C.5.3 To help individuals with decision making problems to reaffirm their decisions by clarifying their ideas, attitudes and goals after setting up a complete career center.	C.5.3.1 To establish a complete computer computerized career Resource Center with a counselor in charge to bring counseling services in the career decision making area.	In progress		One counselor One secretary	$12,420.00 8,580.00

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C.6 To provide for the physical, social and emotional growth and development of students through a well-organized athletic and recreational program.	C.6.1 To offer students the opportunity to participate in the recreational intramural program and to represent the institution in the varsity and intercollegiate competitions.	C.6.1.1. The organization of tournaments and competitions in sports such as volleyball, basketball, track and field, cross country, weight lifting, table tennis, chess and tennis.	Yearly		12 coaches	$18,000.00
	C.6.2 To offer students the opportunity to represent the institution in the softball and swimming varsity teams.	C.6.2.1. The organization of competitions and tournaments in the above mentioned sports.	Yearly			
	C.6.3 To construct a swimming pool for the athletic program and recreational use.	C.6.3.1. To carry out sports and recreational activities such as: swimming, diving and waterpolo.	1993		1 administrator 1 secretary	$9,000.00 $8,580.00
	C.6.4 To recruit a Director to supervise the sports facilities.	C.6.4.1. To screen competent candidates for the position.	1988		1 subdirector 1 secretary	$9,000.00 $8,580.00
	C.6.5 To construct an indor stadium for multiple recreational and sports use.	C.6.5.1. To assure the stadium includes designated areas for recreational use, handball, volleyball, and basketball.	1993		1 director 1 subdirector 2 secretaries	$10,000.00 $8,880.00 $17,160.00
C.7 To properly screen students who meet established requirements for admission.	C.7.1 To coordinate with the Admissions Office at the Central Administration level and the Administration of Regional Colleges the revision of admission procedures.	C.7.1.1 Visit the high schools.	Each year		Rum and letters	
		C.7.1.2 Provide applications forms.	Each year		Applications Forms	
		C.7.1.3 Fill out mark sense with the corresponding information from the student's transcripts.	Each year		Mark sense form	
		C.7.1.4 Notify the students whether admitted or not.	Each year		letters	

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C.8 To provide students with information on student housing.	C.8.1 Place out of town students in community housing.	C.8.1.1 Publication of an information Bulletin of all private facilities which provide room and board services.	Yearly			
		C.8.1.2 Maintain close check of services rendered so that student's academic achievement will not be hindered.	Yearly			
		C.8.1.3 Publish Student Housing Directory	Yearly			
C.9 To assure student participation in extracurricular activities.	C.9.1 To encourage the student body to organize student associations.	C.9.1.1 Organize the following student organizations: Alpha Computer Association, Secretarial Science, Accounting Club, Pre-Medical Group, Business Ads Club, Mathematics and Science Club, Committe of Catholic Students, Theatrical Group, Counseling Club, Future Teachers Club, Vocal Group, Christian Youth Club, Catholic Movement Group, Pershing Rifles, Rangers, Rifle Team, Athletic Society, and Baptist Student Club.	Yearly			
C.10 To maintain close relations between the alumni and the institution.	C.10.1 Stimulate alumni participation in all institutional activities.	C.10.1.1 Accomplish yearly homecomings, social and cultural activities.	Yearly			
	C.10.2 Facilitate the Alumni Association with proper facilities.	C.10.2.1 Assign office space for accomplishment of administrative duties.	1988		One Placement Officer One Secretary	$8,840.00 $8,500.00

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C.11 To maintain all veterans and dependents well informed on matters relating to the GI Bill of Rights	C.11.1 To establish coordination between the Veterans Administration and the institution.	C.11.1.1 Accomplish information briefings, and counsel veterans in veteran affairs.	Yearly			
C.12 To financially assists as many economically disadvantaged students as possible to free them from financial concerns that may hinder their scholastic achievement.	C.12.1 To offer information about the institution's financial aid program	C.12.1.1 Visits to public and private high schools located in the southern area of Puerto Rico	September-November each year			
		C.12.1.2 Prepare oral and written communication with high school counselors	August-June each year			
		C.12.1.3 Distribution of written informative material	July-June each year			
	C.12.2 Upon the completion of the following activities, students will be able to benefit from the financial aid services of the institution.	C.12.2.1 Distribution of financial aid applications	July-June each year			
		C.12.2.2 Distribution of Pell Grant Applications	March-February each year			
		C.12.2.3 Identification of needy students				
		a. entering freshmen candidates				
		b. candidates entitled for renewal of economic assistance	July-April each year			
		C.12.2.4 Determination of the student's eligibility by means of a need analysis	July-April each year			
		C.12.2.5 Assignment of the amount of money estimated to be of help in solving the applicant's economic problems.	July-April each year			

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GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
		C.12.2.6 Organization of the College Work-Study Program and its supervision	Agust-May each year			
		C.12.2.7 Organization of the monthly data that is needed in order to prepare the student's checks	July-June each month			
		C.12.2.8 Keeping beneficiaries' records up to date	July-June each year			
	C.12.3 To provide evening session students with the technical assistance necessary to ensure maximum utilization of financial aid programs	C.12.3.1 Extension of the daily working hours schedule of the office of Financial Assistance to include evening hours	July 1985		a) One Financial Aid Officer I b) One administrative Secretary	$10,000.00 $8,580.00
C.13 To continue encouraging the professional development of the financial assistant office personnel so as to continually improve students' services	C.13.1 To provide in service training which will maintain the staff informed of frequent changes in the financial assistance program so as to continue offering high quality services to our clientele	C.13.1.1 Personnel will attend whenever possible seminars, conferences, workshops and meetings held within and outside our institution				
		C.13.1.2 Personnel will do readings of related materials which will be later discussed in staff meetings within the office	July-June each year			
C.14 To offer the student body an opportunity to get acquainted with our social and cultural patterns of life and to develop an interest in them.	C.14.1 To organize activities relating to: A. Arts B. Artistics C. Folklore	C.14.1.1 Presentation of: Ballets (Folklore), Ballets (Classics), Bands, Orchestras, Theater, Artisans, Concerts, Poetry, Exposition, Exhibitions, Contests Choirs, Vocal Groups, Films, Conferences, Trips to historical places of the Island, Excursions out of the Island, Trip to Bellas Artes Center, Change with other College in all Cultural aspects such as dress contest, folkloric, dances.	Yearly		Coordinator Secretary Resources: 1. Newspaper 2. T.V. 3. Films 4. Posters 5. Sound System 6. Slide Projector 7. Record and Cassette System 8. Brochures	$9,000.00 $8,580.00

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GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
					9. Light technician	$8,400.00
					One Supervisor	$10,080.00
					Resources:	
					1. Theater Equipment	$15,000.00
					2. Mobile Unit with all the facilities for theater presentation throughout the southern area of the island.	$25,000.00
					3. Make Up Equipment	$200.00
					4. Real Light System for the Exposition Hall	$100.00
					5. Presentable Tables and Glass Cabinets.	$800.00
C.15 To participate in the Integral Education of the students.	C.15.1 To coordinate with Academic Departments conferences, literary contests, scientific fairs, lectures, symposium plays, films forums, etc.	C.15.1.1 Presentation of Science Symposium, departmentally coordinated conferences seminars forums and Spanish and English literary contests.				
C.16 To integrate the comunity with the College providing for better relations.	C.16.1 To organize a mobile theater in order to present talent shows, drama, poetry recitals, comedies within our community.	C.16.1.1 Presentation of: Drama, Theatre Comedies and Talents Shows.				
		C.16.2.1 Presentation of: Artisan works, sculptures manual arts and paintings.				
	C.16.2 To organize a fine arts museum and exposition hall for the presentation of paintings and varied art works.					

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GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C.17 To provide Job Placement upon terminution of degree.	C.17.1 Assist and prepare students for placement.	C.17.1.1 Coordinate enployment with the Labor Dpartment.	Yearly			
		C.17.1.2 Maintain students infoumd of job vacancies in private industries, baking, domestic commerce and goverment.	Yearly			
		C.17.1.3 Select the best qulified student candidates who meet the established criteria for job vacancies received.	Yearly			
		C.17.1.4 Consolidate statistics of student placements.	Yearly			
C.18 To maintain students' mental and physical health.	C.18.1 To offer professional health services at the college.	C.18.1.1 Continue to refer students for medical consultations, laboratories, specialists and hospitalization.	Yearly		2 nurses 3 secretaries 1 doctor	$20,000.00 $25,740.00 $30,000.00
		C.18.1.2 Establish a laboratory to broaden medical services.	1988		1 medical technologist 1 secretary 1 laboratory technician	$12,000.00 $8,580.00 $9,600.00
		C.18.1.3 Obtain a fully equipped ambulance in order to render paramedic services to our students.	1988		1 paramedic	$9,600.00
		C.18.1.4 Provide psychological services.	1988		1 psycologist 1 secretary	$24,000.00 $8,580.00
	C.18.2 To offer preventive medical services	C.18.2.1 Provide conferences, movies and literature about physical and psycological health prevention.	Yearly			
		C.18.2.2 Establish multiclasic clinics.	Yearly			

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			Programmed	Action	Human-Physical	Fiscal
C. Student Affairs						
C.1 To continue the integral development of the students through a strong program of counseling services.	C.1.1 After placing the counselors according to their abilities preferences, students, program needs, they will be able: to do follow up, program visits, to high school seminars for high school counselors, tabulate results of questionaires, surveys and referral sheets, up to 95%.	C.1.1.1. Distribute to each counselor the specific studies, proyects and investigation of the counseling program.	In progress		One counselor one secretary.	$12,420.00 8,580.00
	C.1.2 To establish favorable conditions for continuos counseling services for those students with physical limitations.	C.1.2.1 To recruit, within a five year period medial specialized and qulified personnel who will contribute to the improvement of our counseling services.	1987-88 1984-85			
	C.1.3 By means of the orientation course given to freshmn students during the first semester, we expect better adjustment to the university.	C.1.3.1 Offer an effective orientation course to freshmn students.	In progress			
	C.1.4 To establish an Evening Counseling Service for students in evening courses.	C.1.4.1 Recruit a counselor and establish an Evening Counseling Office.	1987-88		One counselor One secretary	$12,420.00 8,580.00
		C.1.4.2 To recruit counselors to diminish the student proportion per counselor.	1992-1993		Six counselors	$34,530.00
C.2 To continue improving the faculty and administration's understanding of the counselor's role in the whole educational process	C.2.1 As soon as an academic plan is designed, faculty and administration will understand the counselor's role and incorporate them in academic planning.	C.2.1.1 Coordinate academic activities with the counseling program.	In progress			

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
in order to encourage the counselors to participate in academic planning.						
C.3 To continue providing counseling training and work experiences to our students and students from other universities as a comunity service.	C.3.1 After recruiting qualified students, they will be able to receive training and work experiences which will enable them to belong to the Counselors Aid's Organization Work and Study Program and Tutoring and Practicum students.	C.3.1.1 Continuos involvement of students in all Counseling Projects.	In progress			
C.4 To continue motivating the professional development of the counseling staff in order to improve student services.	C.4.1 Through in service training the counselor staff will have the opportunity to learn my techniques and expand their knowledge in order to offer better counseling services to the students.	C.4.1.1 Continuos involvement of all counseling personnel in in-service training.	In progress			
C.5 To provide materials which will meet the information needs of students to help them make a correct vocational decision.	C.5.1 Through material praised by counselors the students will be able to analyze and make a correct vocational decision.	C.5.1.1 Continuos praduction of material to fulfill vocational decision made.	In progress			
	C.5.2 After visiting a complete career resource center set up by the counseling staff, the students will search, read, and evaluate occupational information that will clarify their vocational decision.		In progress			
	C.5.3 To help individuals with decision making problems to reaffirm their decisions by clarifying their ideas, attitudes and goals after setting up a complete career center.	C.5.3.1 To establish a complete computer computerized career Resource Center with a counselor in charge to bring counseling services in the career decision making area.	In progress		One counselor One secretary	$12,420.00 8,580.00

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C.6 To provide for the physical, social and emotional growth and development of students through a well-organized athletic and recreational program.	C.6.1 To offer students the opportunity to participate in the recreational intramural program and to represent the institution in the varsity and intercollegiate competitions.	C.6.1.1. The organization of tournaments and competitions in sports such as volleyball, basketball, track and field, cross country, weight lifting, table tennis, chess and tennis.	Yearly		12 coaches	$18,000.00
	C.6.2 To offer students the opportunity to represent the institution in the softball and swimming varsity teams.	C.6.2.1. The organization of competitions and tournaments in the above mentioned sports.	Yearly			
	C.6.3 To construct a swimming pool for the athletic program and recreational use.	C.6.3.1. To carry out sports and recreational activities such as: swimming, diving and waterpolo.	1993		1 administrator 1 secretary	$9,000.00 $8,580.00
	C.6.4 To recruit a Director to supervise the sports facilities.	C.6.4.1. To screen capstent candidates for the position.	1988		1 subdirector 1 secretary	$9,000.00 $8,580.00
	C.6.5 To construct an indoor stadium for multiple recreational and sports use.	C.6.5.1. To assure the stadium includes designated areas for recreational use, handball, volleyball, and basketball.	1993		1 director 1 subdirector 2 secretaries	$10,000.00 $9,880. .00 $17,160.00
C.7 To properly screen students who met established requirements for admission.	C.7.1 To coordinate with the Admissions Office at the Central Administration level and the Administration of Regional Colleges the revision of admission procedures.	C.7.1.1 Visit the high schools.	Each year		Runs and letters	
		C.7.1.2 Provide applications forms.	Each year		Applications Forms	
		C.7.1.3 Fill out mak scores with the corresponding information from the student's transcripts.	Each year		Mak scores form	
		C.7.1.4 Notify the students whether admitted or not.	Each year		letters	

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C.8 To provide students with information on student housing.	C.8.1 Place out of town students in community housing.	C.8.1.1 Publication of an information Bulletin of all private facilities which provide room and board services.	Yearly			
		C.8.1.2 Maintain close check of services rendered so that student's academic achievement will not be hindered.	Yearly			
		C.8.1.3 Publish Student Housing Directory	Yearly			
C.9 To assure student participation in extracurricular activities.	C.9.1 To encourage the student body to organize student associations.	C.9.1.1 Organize the following student organizations: Alpha Computer Association, Secretarial Science, Accounting Club, Pre-Medical Group, Business Ads Club, Mathematics and Science Club, Committe of Catholic Students, Theatrical Group, Counseling Club Future Teachers Club, Vocal Group, Christian Youth Club, Catholic Movement Group, Pershing Rifles, Rangers, Rifle Team, Athletic Society, and Baptist Student Club.	Yearly			
C.10 To maintain close relations between the alumni and the institution.	C.10.1 Stimulate alumni participation in all institutional activities.	C.10.1.1 Accomplish yearly homecomings, social and cultural activities.	Yearly			
	C.10.2 Facilitate the Alumni Association with proper facilities.	C.10.2.1 Assign office space for accomplishment of administrative duties.	1989		One Placement Officer One Secretary	$8,000.00 $8,500.00

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C.11 To maintain all veterans and dependents well informed on matters relating to the GI Bill of Rights	C.11.1 To establish coordination between the Veterans Administration and the institution.	C.11.1.1 Accomplish information briefings, and counsel veterans in veteran affairs.	Yearly			
C.12 To financially assists as many economically disadvantaged students as possible to free them from financial concerns that may hinder their scholastic achievement.	C.12.1 To offer information about the institution's financial aid program	C.12.1.1 Visits to public and private high schools located in the southern area of Puerto Rico	September-November each year			
		C.12.1.2 Frequent oral and written comunication with high school counselors	August-June each year			
		C.12.1.3 Distribution of written informative material	July-June each year			
	C.12.2 Upon the completion of the following activities, students will be able to benefit from the financial aid services of the institution.	C.12.2.1 Distribution of financial aid applications	July-June each year			
		C.12.2.2 Distribution of Pell Grant Applications	March-February each year			
		C.12.2.3 Identification of needy students				
		a. entering freshmen candidates				
		b. candidates entitled for renewal of economic assistance	July-April each year			
		C.12.2.4 Determination of the student's eligibility by means of a need analysis	July-April each year			
		C.12.2.5 Assignment of the amount of money estimated to be of help in solving the applicant's economic problems.	July-April each year			

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
					9. Light technician	$8,400.00
					One Supervisor	$10,080.00
					Remarks:	
					1. Theather Equipment	$15,000.00
					2. Mobile Unit with all the facilities for theatre presentation throughout the southern area of the island.	$25,000.00
					3. Make Up Equipment	$300.00
					4. Real Light System for the Exposition Hall	$300.00
					5. Presentable Tables and Glass Cabinets.	$800.00
C.15 To participate in the integral Education of the students.	C.15.1 To coordinate with Academic Departments conferences, literary contests, scientific fairs, lectures, symposiums plays, films forums, etc.	C.15.1.1 Presentation of Science Symposiums, departmentally coordinated conferences seminars forums and Spanish and English literary contests.				
C.16 To integrate the community with the College providing for better relations.	C.16.1 To organize a mobile theater in order to present talent shows, drama, poetry recitals, comedies within our community.	C.16.1.1 Presentation of: Drama, Theather Comedies and Talents Shows.				
		C.16.2.1 Presentation of: Artisan works, sculptures annual arts and paintings.				
	C.16.2 To organize a fine arts museum and exposition hall for the presentation of paintings and varied art works.					

ADMINISTRATION OF REGIONAL COLLEGES
PONCE TECHNOLOGICAL UNIVERSITY COLLEGE

LONG RANGE PLAN

GOALS	OBJECTIVE	ACTIVITIES	TIME		RESOURCES	
			Programmed	Action	Human-Physical	Fiscal
C.17 To provide Job Placement upon terminations of degree.	C.17.1 Assist and prepare students for placement.	C.17.1.1 Coordinate employment with the Labor Department.	Yearly			
		C.17.1.2 Maintain students informed of job vacancies in private industries, banking, domestic commerce and government.	Yearly			
		C.17.1.3 Select the best qualified student candidates who meet the established criteria for job vacancies received.	Yearly			
		C.17.1.4 Consolidate statistics of student placements.	Yearly			
C.18 To maintain students' mental and physical health.	C.18.1 To offer professional health services at the college.	C.18.1.1 Continue to refer students for medical consultations, laboratories, specialists and hospitalization.	Yearly		2 nurses 3 secretaries 1 doctor	$20,000.00 $25,740.00 $30,000.00
		C.18.1.2 Establish a laboratory to broaden medical services.	1988		1 medical technologist 1 secretary 1 laboratory technician	$12,000.00 $8,580.00 $9,600.00
		C.18.1.3 Obtain a fully equipped ambulance in order to render paramedic services to our students.	1988		1 paramedic	$9,600.00
		C.18.1.4 Provide psychological services.	1988		1 psychologist 1 secretary	$36,000.00 $8,580.00
	C.18.2 To offer preventive medical services	C.18.2.1 Provide conferences, movies and literature about physical and psychological health prevention.	Yearly			
		C.18.2.2 Establish multiclasic clinics.	Yearly			

BUDGET PROJECTIONS

It is difficult to make reliable budget projections for Ponce Technological University College based on the yearly budgets of 1979-80 through 1982-83. This is due to the fact that relevant and significant changes have occured at the institution during this period in physical facilities and academic program offerings which have greatly affected the budget.

The following table statistically analyzes the changes in the institutional budget:

Year	Budget	Increase from Previous Year	% Increase
1979-80	2,716,358	-	-
1980-81	3,442,611	726,253	26.74
1981-82	3,640,526	197,915	5.75
1981-83	4,538,960	898,434	24.68

A 26.74% budget increase was registered in 1980-81 from 1979-80. This is justified by the inauguration of three new physical plant facilities covering a total square footage of usable and non-usable working space of 339,540.

An additional budget allocation leap was noted in 1982 when the budget increased by 24.68%. This second substantial increase accompanied the implementation of the first two baccalaureate programs of Secretarial Sciences and Business Administration.

We can superficially state that a yearly budget increase of 5.75% is always expected. If a new academic program is incorporated the budget should reflect an additional 9.5% increase and if new physical facilities are inaugurated at least an additional 1% increase per 16,000 square feet

of space should be accounted for in the budget to cover building maintenance costs. Actual construction costs would also have to be aggregated to the budget.

By 1987-88 the College expects to have incorporated 12 new academic programs of study.

From 1988 through 1993, 2 additional academic programs will have been implemented and new physical plant facilities will be under construction. (See Long Range Plan - Administrative Affairs)

Using the aforementioned data and previously discussed budget projection formula the 1987-88 and 1992-93 proposed budgets are 25,742,359.69 and 38,515,265.56 respectively. See Table XIV. The 1992-93 proposed budget does not contemplate physical facilities maintenance cost, just construction costs divided evenly among 5 years. Maintenance costs will be considered in the 1993-94 budget when these buildings will be, hopefully, in use.

An alternate way of projecting future budgetary needs is by using the cost per student per program rates previously calculated in part II of this document and obtaining an average. Inflate this average by 5.75 per year from 1983 through 1988 then to 1993.

Based on projected size of the student body for the years 1987-88 and 1992-93 (Present enrollment plus projected changes noted in Table XII), the necessary budget can be projected as (enrollment) x (Average Per Student Cost) giving us the following table:

Date	Enrollment	Average Per Student Cost 1982-83	Total Budget
Present 1982-83	1,602.10	$2,554.26	$ 4,092,174.65
1987-88	2,790 *	$3,378.05	$ 9,424,770.66
1992-93	3,385*	$4,467.54	$15,122,605.98

*Assuming increases projected in Table XII represents full time equivalent enrollment (12 credits).

System for the Continuous Revision of the College's Plan

During each year an on-going formative evaluation will be conducted in order to determine the degree to which each planned objective was accomplished, its effectiveness and impact. Both in house and third party evaluations will be carried out to insure the reliability of evaluation results.

During March of each year, each department director will submit, to the Director of Planning and Development, an analysis of the degree of fulfillment of each of their office's proposed objectives for that year. The Planning Director will, through May, coordinate efforts of the administrative staff in an attempt to ensure completion of all objectives by June of that year.

Each August an internal and external evaluation of the fulfillment of the previous year's objectives will be carried out. The main factors of the long range plan, to be examined, will be time and project action. The latter will describe that the ultimate outcomes are attained.

BUDGET BY OBJECTIVES

Table XIV

BUDGETS BY YEAR / OBJECTIVES	1979-80 *	1980-81 *	1981-82 *	1982-83 *	1987-1988		1992-1993	
					Budget based on steady growth (5.75%)	Proposed budget (114%) Increase	Budget based on steady growth (5.75%)	Proposed budget (133%) Increase
I. ACADEMIC PROGRAMS:	$1,396,027	$1,729,479	$1,695,579	$1,977,441	$ 2,615,203.00	$ 5,596,534.42	$ 3,458,656.00	$ 8,058,668.48
a) Transfers	839,802	1,087,656	971,223	986,979	1,305,298.00	2,793,337.72	1,726,282.00	4,022,237.06
b) Technical	540,759	630,604	706,010	961,249	1,271,270.00	2,720,517.80	1,681,279.00	3,917,380.07
c) Summer	15,466	11,219	18,340	29,213	38,634.75	82,678.37	51,095.19	119,051.79
II. ADMINISTRATIVE PROGRAMS:	926,594	1,218,226	1,371,884	1,733,680	2,292,825.00	4,906,645.50	3,032,304.00	7,065,268.32
a) Administration	353,126	365,603	386,610	494,731	654,291.10	1,400,182.95	865,312.40	2,016,177.89
b) Op. and Maintenance	378,784	512,556	621,010	750,791	992,935.30	2,124,881.54	1,313,176.00	3,059,700.08
c) Other Expenses	194,684	340,067	364,265	488,159	645,599.50	1,381,582.93	853,817.60	1,989,395.01
III. STUDENT SERVICES:	184,163	282,462	341,864	375,382	496,449.80	1,062,402.57	656,564.30	1,529,794.82
a) Counselling	138,298	158,342	196,639	217,307	287,392.60	615,020.18	380,082.20	885,591.53
b) Medical Services	30,144	29,163	30,808	33,241	43,961.85	94 [illegible]	58,140.39	135,467.11
c) Registrar's Office	2,604	82,895	101,151	98,599	130,399.10	279,054.07	172,455.20	401,820.62
d) Social and Cult. Activities	3,675	4,054	3,371	11,266	14,899.50	31,884.93	19,704.87	45,912.35
e) Athletic Programs	9,442	8,008	9,895	14,969	19,796.79	42,365.13	26,181.62	61,003.18
IV. AUXILIARY ACADEMIC SERVICES:	209,574	212,444	231,199	452,457	598,383.00	1,280,539.62	791,372.80	1,843,898.62
a) Library	168,305	173,762	185,939	329,939	436,350.60	933,790.20	577,081.90	1,344,600.83
b) Audiovisual	41,269	38,682	45,260	122,518	162,032.40	346,749.14	214,290.90	499,297.80
TOTALS	$2,716,358	$3,442,611	$3,640,526	$4,538,960	$12,005,722.29	$25,692,359.69	$15,837,796.37	$36,995,265.56
						** 50,000.00		**1,520,000.00
						$25,742,359.69		$38,515,265.56

* These figures were obtained from budget forms.

** These include estimated yearly construction costs as indicated in Long Range Plan - Administrative Affairs.

The internal evaluation will be conducted by an institutional committee composed of:

1. The Associate Dean of Academic Affairs
2. The Associate Dean of Students
3. The Associate Dean of Administrative Affairs
4. A Department Chairperson of the Technical Programs
5. A Department Chairperson of the Transfer Programs
6. A Representative of the Personnel of the Guidance Office
7. A Representative of the Personnel of the Deanship of Administrative Affairs
8. The Director of Planning and Development
9. A Student Representative
10. A Faculty Representative of the Technical Programs
11. A Faculty Representative of the Transfer Programs

The services of an recognized experienced evaluator will be contracted to carry out the external evaluation simultaneously with the internal evaluation.

The institutional committee will utilize the following three basic data sources for its evaluation task:

1. department director's report
2. questionnaires
3. institutional reports

The department director's report will have been submitted in March to the director of the Planning Office.

A questionnaire will be developed to be answered by the department charirpersons and the administrative staff at the end of each year. It will help to determine the stage and progress of each objective of the plan and factors which impede their fulfillment. Staff overall knowledge of and involvement in revision of the plan will also be measured.

Review of institutional reports such as annual reports and other measuring instruments will also be utilized by the committee. These reports, complemented by interviews when necessary, will evidence objective completion.

All data gathered will be analyzed, studied and compared by the committee. The in-house and third party evaluations will also be compared for reliability of results.

Simultaneously with these evaluations, plan revision and 1 year expansion will be conducted by the three associate deans with their respective staff members. These revisions will be implemented into the plan by January of each year.

DEVELOPMENT PLAN EVALUATION TIME TABLE

1)	Department Directors Submit Objectives Progress Report to Planning Office	March 30
2)	Department Directors and Associate Deans Complete and Submit Questionnaire to Planning Office	June 30
3)	Internal Evaluation Committee Named by Dean and Director	August 1
4)	External Evaluator Contracted	August 8
5)	Internal Evaluation Committee Commences Work*	August 30
6)	Associate Deans Commence Division Plan Revision with Respective Staffs*	August 30
7)	External Evaluator Submits Final Report	November 15
8)	Internal Evaluation Committee Submits Final Report	November 30
9)	Associate Deans Submit Revised Division Plan	January 30

*Minimal monthly meetings thereafter till due date of assigned tasks.

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